

Agenda

Board of Commissioners Regular Meeting

7:00 PM January 09, 2023

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

This meeting will be live streamed on the

[Town of Hillsborough YouTube channel](#)



1. Public charge

The Hillsborough Board of Commissioners pledges to the community of Hillsborough its respect. The board asks community members to conduct themselves in a respectful, courteous manner with the board and with fellow community members. At any time should any member of the board or attendee fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or mayor's designee will recess the meeting until such time that a genuine commitment to the public charge is observed.

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

[A.](#) Employee Service Milestone Awards

[B.](#) Stormwater Program Update

5. Appointments

[A.](#) Planning Board – Re-appointment of Frank Casadonte with term ending Jan. 31, 2026

[B.](#) Planning Board – Appointment of John Giglia with term ending April 30, 2025

[C.](#) Water and Sewer Advisory Committee – Appointment of Grace Beeler as an In-Town Member

[D.](#) Water and Sewer Advisory Committee – Appointment of Eric Raznick as an Out-of-Town Member

6. Items for decision – consent agenda

[A.](#) Minutes

– Joint public hearing Oct. 20, 2022

– Regular meeting Dec. 12, 2022

– Regular meeting closed session Dec. 12, 2022

– Regular meeting June 14, 2021 (amended)

[B.](#) Miscellaneous budget amendments and transfers

[C.](#) 2023 Board of Commissioners meeting schedule amendment

[D.](#) Classification and pay amendments

7. Items for decision - regular agenda

[A.](#) Town code amendments related to appointed board procedures – adoption and discussion

[B.](#) NC League of Municipalities legislative policy goals for the 2023-2024 biennium

[C.](#) Hot topics for work session Jan. 23, 2023

8. Updates

A. Board members

B. Town manager

101 E. Orange St., PO Box 429, Hillsborough NC 27278
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[C.](#) Staff (written reports in agenda packet)

9. Adjournment

Interpreter services or special sound equipment for compliance with the Americans with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Administration
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Employee Service Milestone Awards

Attachments:

List of the 16 employees reaching 5-year service milestones in 2022

Summary:

This is the tenth year of the town's employee milestone program. Each January, employees who reached a five-year service milestone in the prior year are recognized for their dedication and tenure. Employees will receive a certificate, Town of Hillsborough coin signifying their years of service, and a \$75 bonus to celebrate their milestone, such as having dinner out.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Receive presentation.

**Town of Hillsborough
Service Milestone Recipients
January 2023**

Employee	Position	Department	Milestone
Dennis Apple	Plant Maintenance Mechanic I	Wastewater Treatment Plant	5
Heather Blackwell	Police Sergeant	Police	5
Heather Fisher	Stormwater Program Coordinator	Stormwater	5
Cheryl Sadgrove	Communications Specialist	Administration	5
Thomas Smith	Utility Systems Mechanic II	Water Distribution	5
Terry Hackett	Stormwater and Environmental Services Manager	Stormwater	10
Curtis Watkins	Water Plant Operator I	Water Treatment Plant	10
Emily Bradford	Budget Director	Administration	15
Jeff Davis	Wastewater Plant Operator II	Wastewater Treatment Plant	15
Tom King	Senior Planner	Planning	15
Nathan Cates	Water Plant Superintendent	Water Treatment Plant	20
Tim Corbett	Police Sergeant	Police	20
Linda Daye	Billing & Customer Service Supervisor	Billing And Collections	20
Al Robertson	Utility Maintenance Supervisor	Water Distribution	20
Darren Koch	Fleet Mechanic	Fleet Maintenance	25
Eric Peterson	Town Manager	Administration	25



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Jan. 9, 2023
Department:	Community Services
Agenda Section:	Presentations
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stormwater and Environmental Services Manager, Terry Hackett

ITEM TO BE CONSIDERED

Subject: Stormwater Program Update

Attachments:

Stormwater Program Update Summary – January 2023

Summary:

The Stormwater and Environmental Services Division is expecting to see several milestones occur in 2023. The town's first ever audit of its stormwater program is expected to occur in early 2023 in conjunction with its permit renewal. The UNRBA has completed its watershed model and is finalizing lake models. These models will inform recommendations made by the UNRBA on behalf of its members for the Falls Lake Rule reexamination and rule readoption process. Lastly, Stormwater and Environmental Services Division staff will be proposing a stormwater utility fee increase as part of the FY24 budget. A rate analysis is currently being completed. Stormwater utility fees have not increased since their inception in FY17 and are needed to keep pace with rising costs and fund a proposed new stormwater technician position.

Financial impacts:

While the presentation itself has no financial impacts, topics discussed may have future financial impacts but will be part of the normal budget process.

Staff recommendation and comments:

Recommend that the board receive the update and ask questions or discussion; provide direction as needed.

Action requested:

Receive presentation and provide initial questions and discussions.

The Stormwater and Environmental Services Division is expecting to see several milestones occur in 2023. The town's National Pollutant Discharge Elimination System (NPDES) Phase II stormwater permit for its Municipal Separate Storm Sewer System (MS4) is up for renewal in 2023. This renewal cycle requires an audit of the town's stormwater program prior to issuance of the new permit. This will be the town's first ever stormwater program audit.

Another milestone is the completion of the Falls Lake watershed and lake models by the Upper Neuse River Basin Association's (UNRBA) consulting team. These models and the information they provide are pivotal to the Falls Lake Rule reexamination process that the UNRBA is completing for its members.

Finally, the Stormwater and Environmental Services Division is completing a stormwater utility fee analysis and will be proposing a rate increase for the town's stormwater utility as part of the FY24 budget. The stormwater utility fees have not been increased since their inception. However, changes to workload have strained existing staff. The following sections provide additional details regarding these three key milestones.

Stormwater Program Audit

The town's first ever audit of its stormwater program is scheduled for 2023. Staff anticipates the audit to occur in February, but staff does not know the exact timeframe. The audit will be conducted by the North Carolina Department of Environmental Quality (NCDEQ). Town staff will be notified at least 30 days prior to the audit. The audit will include a review of all stormwater program documents and program elements developed by the town. These will be compared to the town's current NPDES MS4 permit to determine compliance. The audit will also include an onsite visit to review program elements, field procedures and visit town facilities. A debrief is expected at the end of the onsite portion of the audit, and elected officials may attend.

Stormwater and Environmental Services staff have been preparing for this audit for some time. This included utilizing third party assistance to review the town's stormwater program. As a result, documents and program elements were updated. The following list details of those efforts.

- *Stormwater Infrastructure Assessment Protocol, August 2017* – using consulting services from Summit Engineering and Design, a stormwater infrastructure assessment protocol was developed to assist the Public Works Division.
- *Stormwater Program Analysis-Phase 1, April 2018* – town staff utilized the Brown and Caldwell stormwater group to conduct a review and “gap” analysis of the town's stormwater program. A key finding was the need to improve the town's operation and maintenance of town-owned stormwater infrastructure.
- *Stormwater Program Analysis-Phase 2, August 2019* – as a continuation of the previous Brown and Caldwell work, this phase focused on stormwater asset management, mapping and automation of stormwater infrastructure operations and maintenance.
- *Self-audit, May 2021* – an intern from the UNC Ecostudio program assisted staff in completing a self-audit using a framework provided by NCDEQ. Several tweaks were made to some of education and outreach components of the town's stormwater program.

- *Stormwater Standard Operating Procedure (SOP) Document* – from the results of the Brown and Caldwell work and self-audit, staff created a “living, breathing” stormwater program standard operations procedure (SOP) document. The document provides instruction on all facets of the stormwater program and is updated regularly to reflect current procedures.
- *Stormwater Operation and Maintenance Plan (OMP)* – this plan combined the town’s pollution prevention, town-owned stormwater control measure (SCM) plan and stormwater infrastructure assessment protocols into one workable document. This single plan has improved efficiency and has significantly improved compliance with the town’s existing MS4 permit, especially with operation and maintenance of town owned stormwater infrastructure.

UNRBA/Falls Lake Rules Status

Falls Lake was listed as impaired due to exceedances of the chlorophyll-a standard in 2008. Chlorophyll-a is used to assess algal growth caused by excessive nutrients (nitrogen and phosphorous). In 2011 the state Environmental Management Commission (EMC) passed the Falls Lake Nutrient Management Strategy (Falls Lake Rules) which requires two stages of nutrient reductions. The Stage 1 goal was compliance with the chlorophyll-a standard in the lower part of the lake with a Stage 2 goal of compliance throughout the entire lake. Based on NCDEQ’s fiscal analysis of the rules, Stage 1 was originally estimated to cost the watershed \$500 million while Stage 2 was estimated at \$1 billion or more.

Due to the estimated cost, limited available data used to develop modeling for the rules and the technological uncertainty of being able to meet required reductions, the rules were developed as an adaptive management strategy. The strategy includes a provision to re-examine the rules and make adjustments. After the Falls Lake Rules were adopted in 2011, the Upper Neuse River Basin Association (UNRBA) embarked on a reexamination process on behalf of its members.

The UNRBA initiated a monitoring program in 2014 which was completed in October 2018. This data is being used in the development of new watershed and lake models that will inform the reexamination process. The watershed model has been completed and the lake models are currently being finalized. Some interesting findings from the monitoring and modeling include:

- Based on monitoring the conditions in Falls Lake are better than originally predicted.
- Nutrient load to the lake is not the only driver of algal growth. Chlorophyll-a can reach high concentrations even when nutrient concentrations remain low.
- Other influences such as lake sediment nutrient release, hydrology (e.g. large storm events), and hydraulics (e.g. water release from the dam) in the lake and watershed are often more important in determining conditions in the lake rather than nutrient concentrations or loading.
- Approximately half of the delivered nutrient load to Falls Lake originates from unmanaged lands (forest, wetlands, etc.); while these relatively natural areas contribute a larger proportion of nutrients to the lake, they are also important to the overall health of the watershed, making conservation an important component of a revised nutrient management strategy.
- All major wastewater plants in the watershed have been upgraded and are meeting or exceeding Stage 1 reductions.

- Wastewater treatment plants in the watershed contribute only 7% of the nitrogen load and 3% of the phosphorous load to the lake.
- The town invested \$16 million to upgrade its wastewater treatment plant and the plant is currently exceeding Stage 1 requirements.
- Based on the watershed model, Hillsborough’s wastewater treatment plant accounts for only 0.2% of the total nitrogen and 0.6% of the total phosphorous delivered to the lake.
- Based on the watershed model, Hillsborough contributes only 0.7% of the total nitrogen and 0.8% of the total phosphorous load to the lake from non-point sources (i.e. stormwater runoff).

Stage 1 Status - Stormwater

Due to intervention by the state legislature, implementation of the Stage 1 requirements for stormwater were delayed. However, the UNRBA developed the *Interim Alternative Implementation Approach* (IAIA) which is a joint compliance program for Stage 1 stormwater requirements. The IAIA is an innovative approach to improving water quality in the Falls Lake watershed and is based on investment level rather than accounting for pounds of nutrient reduction. A wide array of water quality and watershed improvement projects are allowed by this program. It permits the town to expend funds locally in Hillsborough that not only reduce nutrients, but also provide other ecosystem benefits to the town and its citizens. The EMC officially approved the IAIA program in January 2021. The first year of the program (FY22) was completed on June 30, 2022.

The town’s required investment under the IAIA program is at least \$34,221 annually for five years. In the first year the town expended just over \$43,000 (including cash and in-kind expenditures). Even with spending more than the required minimum this first year, the town’s five-year investment will be significantly less than the \$1.1 million dollars originally estimated for Hillsborough to comply with the Stage 1 stormwater requirements. IAIA Projects funded in the first year are listed in the following table:

Project Name	Description	Status
Biodock – Kings Highway Park	Install floating island wetlands in the Eno River at Kings Highway Park	Completed
Compost Blankets (Kings Highway and Gold Parks)	Install compost blankets on eroding slopes in Kings Highway Park and Gold Park	Completed
Cornwallis Hills SIA	As part of a stormwater impact analysis, evaluate and provide preliminary design of retrofitting an existing dry basin into a stormwater wetland to improve stormwater pollution reduction	Analysis completed
Riverwalk Riparian Buffer	Remove invasive species and plant natives along Riverwalk; this is a volunteer effort by the Tree Board	Ongoing
Odie Street Green Infrastructure	Design and construct stormwater green infrastructure treating impervious surface within the Odie Street Habitat for Humanity Neighborhood, including native plantings and installation of rain barrels	Under construction

Reexamination Status

As mentioned previously, the state legislature intervened with the schedule to implement the Falls Lake Rules. This included directing the UNC Collaboratory to conduct various studies and issue a final report on Falls Lake by the end of calendar year 2024. This would then start the rule readoption process. The UNRBA has been working closely with the UNC Collaboratory, not only sharing data and information but coordinating efforts so that studies are not redundant. This makes Falls Lake the most studied reservoir in North Carolina, maybe the nation. There is a significant amount of data to inform the models and thus the reexamination efforts.

With the modeling efforts nearing completion means that the UNRBA's reexamination process is nearing a critical point. In November of 2022, the UNRBA's Path Forward Committee (technical steering committee), began discussing concepts and principals of a revised nutrient management strategy for Falls Lake. These preliminary discussions will be shared with the larger set of stakeholders during calendar year 2023 and a final set of recommendations are expected by the end of 2023.

While these recommendations are still very preliminary, it looks like the concepts will include a program similar to the current IAIA, no additional reductions for point sources, and altering the existing development rule so that all land uses can work towards compliance within the watershed collectively. The recommendations are also expected to include proposing a site specific chlorophyll-a standard for Falls Lake. Given the previously estimated \$1 billion price tag for Stage 2, it is important that Hillsborough stay engaged in the UNRBA's reexamination process and help guide it to a reasonable approach to maintaining water quality.

Proposed Stormwater Utility Fee Increase

The town adopted a stormwater management utility and associated fee in June 2016 with implementation beginning on July 1, 2016 (FY17). This fee funds the towns stormwater program which allows the town to provide certain stormwater and environmental services to its citizens.

Since its inception, the stormwater management utility rates have not been increased. However, each year since its inception total fees billed have increased due to robust residential development. No stormwater fee is collected on undeveloped land but as a parcel develops (or redevelops) a fee is assessed. The table below shows the amount billed and increase over the previous fiscal year.

<i>Year</i>	<i>Stormwater Fees Billed</i>	<i>Increase Over Previous Year</i>
FY17 (2016)	\$639,600	n/a
FY18 (2017)	\$641,400	\$1,800
FY19 (2018)	\$656,250	\$14,850
FY20 (2019)	\$692,925	\$36,675
FY21 (2020)	\$712,125	\$19,200
FY22 (2021)	\$722,700	\$10,575

The collection rate (i.e. the amount of revenue received) currently averages 98% annually which is slightly better than originally predicted (97%). While residential development continues at a fairly strong pace, it has slowed down. Despite expecting to add around 100 new residential properties over each of the next couple of years, that only equates to a \$7,500 increase annually. Unfortunately, costs continue to rise as

does the required workload for existing Stormwater and Environmental Services staff. Stormwater fees would need to increase simply to keep pace with inflation. Staff has found innovative ways to address workload, like use of interns. The stormwater fund is also funding 10% of the town's engineering positions in the Utilities Department who are now providing new development support to the Stormwater and Environmental Services Division.

However, in order to provide an appropriate level of service and maintain compliance with the town's MS4 stormwater permit, staff is proposing to raise stormwater fees in FY24 to also fund an entry level stormwater technician position. Staff is currently completing a stormwater utility rate analysis to determine proposed fee increases to fund this new position. Some of the reasons why a new position is being proposed include the following:

- The gap analysis and self-audit mentioned above, indicated needs in order to be fully compliant with the town's MS4 stormwater permit. Specifically, the Public Works Division needs support with implementing their portion of the town's stormwater OMP.
- New development has increased the number of stormwater control measures (SCMs), and stormwater infrastructure that needs inspected and maintained.
 - Added 43 SCMs since the inception of the stormwater utility bringing the current total to 132; Stormwater and Environmental Services staff must audit (inspect) approximately 1/3 of those annually.
 - Expect to add 8 more completed SCMs this year as projects are closed out; will add more as Collins Ridge continues to develop.
 - Even though the town requires the owner to submit SCM inspection reports annually, the reports must be reviewed by town staff and the number of reports has obviously increased significantly.
 - Added over 1,200 new residential properties since 2017; large residential developments in Waterstone and Forest Ridge are essentially built out; not only does this add to the SCM inventory, it includes inspection and maintenance of stormwater infrastructure within newly accepted town roads.
 - As new residential development is completed there is a huge need to educate homeowner associations (HOAs) about maintaining SCMs. This education and outreach component of the town's stormwater program has increased significantly.
- Public Assistance calls and email have increased substantially over the last 5 years. In 2017 Stormwater and Environmental Services Division reported 7 public assistance requests in the annual report; since then the average is almost 20 annually with a high of 54 in 2021.
- Falls Lake Joint Compliance Requirements
 - Compliance with Stage 1 of the Falls Lake Rules for stormwater from existing development began in July 1, 2021.

- The town opted to participate in the Upper Neuse Basin Association’s (UNRBA) *Interim Alternative Implementation Approach* (IAIA) which is a state approved joint compliance program to meet Stage 1 of the existing development rule for stormwater.
- The IAIA is an investment based approach that requires the town to complete water quality/watershed improvement projects. It has required both Stormwater and Environmental Services staff positions to manage and oversee projects. Project management can be time consuming. The town’s Stormwater Program Coordinator has especially increased her time in managing watershed/water quality improvement projects. She has also increased her involvement in the town’s required education and outreach program since the Stormwater and Environmental Services Manager does not have as much time to devote to it.
- Due to the importance of the Falls Lake Rules reexamination process and Stage 2 requirements, participation in the UNRBA is critical in ensuring Hillsborough has a say in the process. To that end, the Stormwater and Environmental Services Manager has increased the number of technical workgroups he serves on with the UNRBA and was appointed co-chair of the UNRBA’s “Path Forward” committee which is the technical steering committee for the rule reexamination process. This is in addition to serving on the UNRBA’s board of directors.

As part of the budget process, staff will include its recommended rate structure and more information on the proposed new position. The details of that recommendation will be provided through the FY24 budget process. Staff will be on hand at the January 28th budget retreat to answer questions. Provided that the town board is in favor of moving forward with the increase, staff recommends a public information meeting later this spring to get public feedback. Stormwater and Environmental Services staff will enlist the town’s Public Information Office to assist with this outreach.

Staff is planning to keep the residential fee as a flat rate but will be recommending going from 5 tiers to 6 tiers for non-residential properties. The 6th tier will address properties that have significantly more impervious surface area. Changing the number of tiers or the equivalent residential unit (ERU) used to calculate non-residential rates will require a change to the town’s Stormwater Management Utility Ordinance. Proposed fee increases, changes to the tier structure, etc. require a public hearing. The FY24 budget public hearing will serve as the required public hearing for any proposed changes.

In subsequent years, stormwater fees may need to be raised again. Two other needs include the potential expansion of the IAIA program if adopted in the Falls Lake Rule reexamination process, and additional equipment necessary for the Public Works Division to maintain town owned stormwater infrastructure and meet permit requirements. Staff looks forward to discussing this in more detail.





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager, Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Planning Board – Re-appointment of Frank Casadonte with term ending Jan. 31, 2026

Attachments:

Volunteer Board Application

Summary:

Planning Board member Frank Casadonte would like to be appointed to a second term on the Planning Board. Casadonte has had consistent attendance, provides thoughtful comments and questions at board meetings, and has been serving as vice chair on the board.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

Re-appoint Frank Casadonte to the Planning Board for a second term ending Jan. 31, 2026.

Action requested:

Re-appointment.

TOWN OF HILLSBOROUGH

Advisory Board Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

Name:

frank casadonte

Home address:

211 Caine Street

Home phone number:

9196731190

Work phone number:

9196447000

Email address:

frank.casadonte@att.net

Place of employment:

Taylor-Hall Properties

Job title:

Broker

Birth date:

April 2, 1961

Ethnic origin:

Caucasian

Boards you would be willing to serve on:

First choice — Historic District Commission

Second choice — Planning Board

Third choice — Tourism Board

Reasons for wanting to serve:

Newly arrived to Hillsborough (2017) arrived from Raleigh (32 years). Love my neighborhood, town and recently changed professions from an engineer/IT Professional to a full time Real Estate Broker in Hillsborough.

I am planting deep roots here with my wife Eileen, a long time resident.

I think it is important to be involved in the community where you live, in order to help preserve the past and plan for the next phase of change to Hillsborough.

Have you served or are you currently serving on a town board? If so, which ones and when?

Relevant work, volunteer or educational experience:

Raleigh School for Children - Board Member, Grounds Committee 3 years

Boy Scout Adult Leader - 8 years, various positions for Troop 395, White Memorial Church.

BS Engineering Technology - University of Central Florida 1985

MBA - Duke University 1996

Various engineering positions held, including management and director.

Last 10 years spent as an IT Manager and IT security specialist.

How are you connected to Hillsborough (live, work, play, shop, own property)?

I own a home with my wife Eileen Camp at 211 Caine Street.

I work as a broker at Taylor-Hall Properties on South Churton Street.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it?

I have not reviewed the plan.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

HDC documents, pertaining to my own renovation plans for our two homes.

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve?

For the HDC, it is certainly preserving the appeal of Hillsborough, while maintaining a progressive attitude towards construction and construction techniques.

The planning board - we have a unique opportunity on the I-85 corridor to be well positioned to bring housing, jobs, and opportunities for the citizens of Orange and Alamance Counties. Attracting the right mix of clean businesses, sustainable housing, and building infrastructure to meet our needs will be our biggest Challenger.

How you heard about this opportunity:

Internet

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager, Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Planning Board – Appointment of John Giglia with term ending April 30, 2025

Attachments:

Volunteer Board Application

Summary:

Planning Board member Scott Taylor was removed from the Planning Board in November 2022 after having excessive absences. That seat has a remaining term through April 30, 2025. Recruitment and advertising about the vacant position on the Planning Board was conducted and a few applicants expressed interest. Giglia was the only applicant to attend the Planning Board's December meeting to see what kinds of cases and decisions that board handles. Giglia has had previous experience in strategic planning and the implementation of IT solutions at the university level. He is presently retired but is interested in serving to further strategic growth, preserve future parkland and enhance trails, and is interested in water consumption and costs.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

Appoint John Giglia to the Planning Board.

Action requested:

Appointment.



Appointed Boards Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

John A

Last name (required):

Giglia

Home address (required):

116 Bonaparte Drive

Home phone number:

6318809843

Work phone number:

Email address (required):

jagiglia@gmail.com

Place of employment:

Retired

Job title:

Birth date (required):

June 15, 1956

Gender (required):

Male

Ethnic origin (check all that apply) (required):

Other

First choice (required):

Planning Board

Second choice (required):

Parks and Recreation Board

Third choice (required):

Water and Sewer Advisory Committee

Reasons for wanting to serve (required):

I've had 20 years experience with strategic planning. I love Hillsborough and would like to apply my skills toward sustaining and enhancing the community.

Have you served or are you currently serving on a town board? If so, which ones and when? (required)?

No but I have served on strategic planning boards at three major universities charting the universities goals of implementing IT solutions in an academic environment.

Relevant work, volunteer or educational experience (required):

Retired 2003

Dir. Univ. Computing, Virginia Commonwealth Univ, Richmond, VA 1999-2003

Dir., Information Technology Services, Marshall University, Huntington, WV 1996-2003

Dir., Computer Laboratories, Stony Brook Univ, Stony Brook, NY 1986-1996

MS Industrial Management, SUNY Stony Brook

BA Economics, SUNY Stony Brook

How are you connected to Hillsborough (live, work, play, shop, own property) (required)?

I own a home and live in Hillsborough.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it (required)?

I was glad to see the recognition that road traffic will be a major issue as Hillsborough develops.

There is a need to explore relatively inexpensive projects such as dedicated ramp to I85 as a short term solution to some congestion on Churton Ave but long term solutions such as better mass transit need also to be pursued.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

They were thoughtfully developed and have tried to address some of the issues facing Hillsborough.

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve (required)?

Sustainable growth

Preserving and enhancing our parks and nature trails

Addressing water consumption costs

How did you hear about this opportunity (required)?

Internet

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Utilities
Agenda Section: Appointment
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Advisory Committee – Appointment of Grace Beeler as an In-Town Member

Attachments:

Volunteer application – Grace Beeler

Summary:

Grace Beeler has volunteered to serve on the Water and Sewer Advisory Committee for a four-year term ending Feb. 1, 2027. She has a background in helping educate and provide sanitation options for impoverished communities around the world. Her experience in filmmaking and documentaries in multiple languages will be a benefit to the town's outreach and communications program. She is passionate about refugees and a clean water environment.

Financial impacts:

None

Staff recommendation and comments:

Ms. Beeler has pertinent qualifications to be a productive and beneficial member of the Water and Sewer Advisory Committee.

Action requested:

Consider appointment of Grace Beeler as a member of the Water and Sewer Advisory Committee for its In-Town member vacancy for a four-year term ending February 2027.



TOWN OF HILLSBOROUGH

Advisory Board Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

Name:

Grace Beeler

Home address:

301 Jones Ave, Hillsborough

Home phone number:

919-259-1113

Email address:

gkbeeler@ncsu.edu

Birth date:

Oct. 25, 1971

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Water and Sewer Advisory Committee

Reasons for wanting to serve:

I run The Appropriate Sanitation Institute, a non profit that works on sanitation in the developing world. I believe that water and sanitation are vital to the health and wellbeing of communities so I would like to be involved in my own community as well.

Have you served or are you currently serving on a town board? If so, which ones and when?

No

Relevant work, volunteer or educational experience:

Masters degree in International Studies, with a focus on water and sanitation

How are you connected to Hillsborough (live, work, play, shop, own property)?

I live here.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it?

Yes. I think it could use a focus on climate change and getting off carbon, like Ithaca NY is doing.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

No

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve?

Growth is the biggest challenge. Our limited water supply is going to be a factor. I'm concerned about expanding or water sources because of contaminates such as forever chemicals which are present in the Haw River and Jordan Lake.

How you heard about this opportunity:

Current volunteer

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Jan. 9, 2023
Department:	Utilities
Agenda Section:	Appointment
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Advisory Committee – Appointment of Eric Raznick as an Out-of-Town Member

Attachments:

Volunteer application – Eric Raznick

Summary:

Eric Raznick has volunteered to serve on the Water and Sewer Advisory Committee for a four-year term ending Feb. 1, 2027. He has a background in IT and has worked with multiple institutional departments on construction projects. Raznick is a retiree who has lived in Churton Grove the past eight years. He serves on the HOA for architectural reviews. He previously resided in California where he was well aware of the western water woes of drought and inadequate supply. Raznick desires to become more involved in town government and interact with a variety of people. He feels he can help explain utility information to his neighborhood and other customers and be versed in correcting misconceptions and miscommunications.

Financial impacts:

None

Staff recommendation and comments:

Raznick has pertinent qualifications to be a productive and beneficial member of the Water and Sewer Advisory Committee.

Action requested:

Consider appointment of Eric Raznick as a member of the Water and Sewer Advisory Committee for its Out-of-Town member vacancy for a four-year term ending February 2027.



TOWN OF HILLSBOROUGH

Advisory Board Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

Name:

Eric Raznick

Home address:

1913 East Chapman Court

Home phone number:

4153703257

Email address:

eraznick@gmail.com

Place of employment:

Retired

Birth date:

Jan. 13, 1965

Gender:

Male

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tourism Board

Second choice — Historic District Commission

Third choice — Water and Sewer Advisory Committee

Reasons for wanting to serve:

I would like to learn more about how the town is run and to have an opportunity to meet my neighbors! I think Hillsborough is a great place and I would like to be able to give back to the community

Have you served or are you currently serving on a town board? If so, which ones and when?

This would be my first time on a board.

Relevant work, volunteer or educational experience:

I just retired in July of 2021. I worked for over 30 years as an IT director of various colleges in California. I spent a lot of time in construction meetings and understand how to move from discussions/plans/construction/move-in. I have also had the privilege of working with various diverse groups of people to make important decisions. The colleges all had elected boards so I am familiar with attending government meetings and following institutional plans.

How are you connected to Hillsborough (live, work, play, shop, own property)?

My wife and I moved to Hillsborough (Churton Grove) in 2015 and purchased a home in 2016. We enjoy the shops and restaurants in town. We have also attended Last Fridays, Farmer's Market and other town events. We have a lot of family that live in Hillsborough and have feel strongly that Hillsborough is a great place to live.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it?

I have not.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

I have followed the town changes in the News of Orange and other media. I am excited about many of the changes going on and am hopeful that the small-town feel will be preserved as new things are added.

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve?

Clearly growth is going to be an ongoing concern for Hillsborough. I understand that the water supply for new housing will be a challenge. Obviously the increase in traffic will also affect everyone as more cars are on the road. I am also concerned about the disparity between those residents with large resources and those without. As things change, it will be important that all the citizens of Hillsborough are included in decision making.

One of the unique things about Hillsborough is the Historic District, it will be important for the town to keep the character in place while making sure homeowners are able to maintain and enjoy their property.

How you heard about this opportunity:

Internet

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Joint public hearing Oct. 20, 2022
2. Regular meeting Dec. 12, 2022
3. Regular meeting closed session Dec. 12, 2022
4. Regular meeting June 14, 2021—amended

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners joint public hearing Oct. 20, 2022, regular meeting Dec. 12, 2022, regular meeting closed session Dec. 12, 2022, and regular meeting June 14, 2021—amended (added order closing unopened right of way named Cole Ave.).

Minutes

PLANNING BOARD AND BOARD OF COMMISSIONERS

Joint public hearing

7 p.m. Oct. 20, 2022

Town Hall Annex Board Meeting Room, 105 E. Corbin St.



Present

Town board: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes and Evelyn Lloyd

Planning Board: Chair Chris Johnston, Vice Chair Frank Casadonte, Sherra Lawrence and Saru Salvi

Absent: Planning Board: Cassandra Chandler, Alyse Polly, Hooper Schultz, Jeff Scott and Scott Taylor

Staff: Planning and Economic Development Manager Shannan Campbell and Town Attorney Bob Hornik

1. Call to order and confirmation of quorum

Mayor Jenn Weaver called the meeting to order at 7:12 p.m. She explained the town board had reached quorum, but the Planning Board did not have quorum.

Town Attorney Bob Hornik explained statute only requires the town board to hold public hearings regarding zoning text or map amendments, though Hillsborough customarily holds quarterly joint public hearings with both the town board and Planning Board present. He clarified the Planning Board's function is to make recommendations to the town board. Hornik recommended proceeding with tonight's public hearing. He said without quorum for the Planning Board, at the end of tonight's meeting the town board could vote to continue the public hearing to the Planning Board's Nov. 17, 2022, meeting. At that meeting, the Planning Board members could hear anything further, make deliberations about recommendations to the town board and then close the public hearing.

When asked, Hornik confirmed the Planning Board members could close the public hearing at their Nov. 17, 2022, meeting without the town board members present. Hornik confirmed if the Planning Board does not have quorum at the November meeting the members would not be able to close the public hearing or make recommendations, and any time-sensitive projects would be delayed. Hornik said in that case the public hearing would be continued to the Dec. 15, 2022, Planning Board meeting.

When asked, Hornik confirmed that, without quorum, the Planning Board members should not take action on Item 3 to approve the Sept. 15, 2022, meeting minutes. He agreed tonight's agenda should be amended to remove Item 3.

2. Agenda changes and approval

Weaver summarized that Item 3 should be deferred.

Motion: Commissioner Kathleen Ferguson moved to approve the agenda with Item 3 removed.
Commissioner Mark Bell seconded.

Only town board members voted on this item.

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

Vote: 5-0.

3. Minute review and approval

Minutes from regular Planning Board meeting on Sept. 15, 2022

This item was not discussed due to lack of quorum for the Planning Board.

4. Open the public hearing

Weaver turned the meeting over to Planning Board Chair Chris Johnston.

Johnston declared the public hearing open.

5. Discussion

- A. Annexation and General Use Rezoning: 255 Orange Grove St. — Request from the Town of Hillsborough to annex approximately 19.5 acres, rezone approximately 6.62 acres from Agricultural/Residential to Limited Office and keep the remaining 12.88 acres zoned Agricultural/Residential (OC PIN 9874132066)

Planning and Economic Development Manager Shannan Campbell presented the staff report. She said the proposal is for a town-owned parcel. Displaying a map, Campbell said the Town of Hillsborough proposes annexing the full parcel and rezoning the portion on which Hillsborough's train station will be built. She said the parcel currently is zoned Agricultural/Residential, and the zoning needed to build the train station is Limited Office. She invited the applicant's representative to speak.

Johnston reminded the board members the rezoning would be a general use rezoning with all approved uses for Limited Office being allowed by right. Campbell agreed, noting no plan of development is required for general use rezonings.

Public Space and Sustainability Manager Stephanie Trueblood presented the application on the town's behalf. She explained it was important to move forward tonight because the town signed a funding agreement in 2020 to deliver the train station within 7 years. She said moving forward with the annexation and rezoning is important to keeping the project on schedule.

Trueblood explained only part of the 20-acre parcel is needed for the train station. She said the train station might not require the entire 6-acre portion the town is requesting to rezone. She said for simplicity's sake the town requests rezoning the largest possible space that might be needed for the train station. She said the zoning could be reconfigured in 2023 after the town board works on the site's master plan. Trueblood said the larger part of the site would remain zoned Agricultural/Residential. She said the town requests the smaller portion, which will be used for the train station, town offices and a park and ride lot, be rezoned Limited Office. She said additional future uses could involve additional rezonings.

Ferguson expressed excitement about the train station project moving forward.

Johnston invited members of the public to speak.

Resident Gary Miller said he was in favor of the annexation and rezoning, anticipating mass transit would be a part of North Carolina's future.

There were no other comments for this item.

B. General Use Rezoning: 1700 N.C. 86 South — To rezone the Owl's Woods tract from Limited Office to High Intensity Commercial (OC PIN 9874429362)

Campbell presented the staff report. She said the board members saw a different rezoning request for the same parcel earlier this year. She said the applicant proposes rezoning the approximately 15-acre property from Limited Office to High Intensity Commercial. Campbell said the general use rezoning includes no development plan, and any use allowed in the High Intensity Commercial zoning district would be allowed by right. Johnston called the board members' attention to details on pages 22 and 23 of the agenda packet.

Johnston invited the applicant to speak.

William Wirt of Summit Design and Engineering spoke on behalf of the applicant. Wirt summarized the application. He said rezoning the property to High Intensity Commercial would allow uses to be built there that the town has expressed interest in seeing, such as restaurants, flex space and healthcare. Wirt displayed a map of the area, pointing out the site's location and a creek and sewer easement running through the property. He noted the zoning of surrounding areas. Wirt displayed an older conceptual site rendering, acknowledging it shows a more intense development plan than is practical given the site's topographical challenges. He said the concept illustrates several key points that still could apply to the site, including building layouts and a thoroughfare running through the site. He said the site's topography, including a creek and sewer buffers, would preserve its natural benefits and diversify the site. Wirt displayed a current zoning map. He said the uses allowed in the High Intensity Commercial zoning district would fit well with uses surrounding the area and with the town's Comprehensive Plan, which calls for retail services on the site.

Wirt summarized the rezoning would align the property with the town's Future Land Use Plan and with the Hillsborough Vision 2030; would be in line with the surrounding area's development patterns and zoning; would provide services the town desires; and would add to surrounding property values. He added the site's topographical challenges would prevent sprawl on the site and preserve the site's natural benefits.

Ferguson thanked Wirt and expressed excitement about the proposed project.

Planning Board member Saru Salvi expressed concern about traffic the proposed project could generate. When asked, Campbell said traffic would be evaluated after the applicant submitted a site plan. Campbell said the matter before the board members tonight was a high-level land use question about whether the requested uses are appropriate for the site.

Johnston observed the site's topography would require significant grading. Wirt agreed and said the displayed concept plan illustrated the maximum possible development for the site. When asked, Wirt said the amount of development shown on the concept plan is not feasible, adding it was drawn some time ago. Wirt said he showed the plan to illustrate a few key points. When asked, he explained rezoning to the High Intensity Commercial zoning district would allow more diverse services, make the property more marketable and align it with similar uses in the surrounding area.

When asked, Campbell confirmed a preliminary study indicated a traffic circle or another traffic control device might be needed at the nearby intersection of U.S. 70A and N.C. 86. She said there are not yet plans developed for the traffic circle.

When asked, Campbell clarified that a previous applicant, who proposed rezoning the property to the Multi-Family zoning district, was considering building a private greenway trail system on the site.

When asked, Wirt described possible differences between the displayed concept plan and what feasibly could be built. He said most buildings would move closer to N.C. 86, and the thoroughfare probably would not be as deep.

Salvi asked if the developers could preserve trees and greenery along U.S. 70A to screen the development. Wirt agreed and noted the town has landscape buffer requirements that require that.

The board members had no further questions. Johnston asked for comment from members of the public.

Leland Little addressed the board members, noting he owns the property across the street from the site. Little said he generally was in favor of rezoning the property for the purposes of development. He said he would like to hear the mind of the town board regarding its vision for the property and this area.

Weaver summarized there was a general hope among town board members that the parcel would be developed commercially. She noted the owner had been having trouble developing the property commercially, and she described the previous application earlier this year regarding rezoning the property to the Multi-Family zoning district. Weaver said the town board ultimately denied that request. Weaver said her sense is the applicants are requesting the current rezoning because the higher-intensity zoning district would make the property more marketable. Bell and Ferguson agreed. Ferguson said during the previous application flex space was identified as a potential use for the site.

Little noted the allowed uses for the High Intensity Commercial zoning district include single-family dwellings and accessory dwellings. Campbell clarified only one single-family dwelling and accessory dwelling could be built by right. She said a developer would have to go through the special use permit process to subdivide and build a housing development, for example. Campbell clarified the town allows single-family dwellings in almost all zoning districts because many districts have pre-existing single-family dwellings.

Miller addressed the board, noting he lives in the nearby Fiori Hill neighborhood. He expressed concern with the intensity of the uses allowed in the High Intensity Commercial zoning district. He said noise and light pollution could result from those uses, such as from an all-night gas station. Miller noted any use allowed for the High Intensity Commercial zoning district would be allowed by right. He pointed out two nearby residential areas, Fiori Hill and the Eno Haven Apartments. He said a thoroughfare connecting to U.S. 70A could be problematic given the area's terrain. Miller noted the property could be subdivided, with each new owner having access to the full list of High Intensity Commercial uses.

Mark O'Neal of Pickett Sprouse Real Estate addressed the board members. O'Neal said during the previous application to rezone this property the applicants learned the Planning Board members saw the lot's existing zoning district as limiting. He said the applicants are trying to make the property more marketable. O'Neal said the requested zoning and its uses would be consistent with surrounding properties' zoning districts and uses. He said the town's Comprehensive Plan also calls for retail services in this area.

When asked, applicant Mark Trustin declined to speak and said O'Neal and Wirt had done a good job representing the application.

Matt Epstein addressed the board members, noting he lives in the Fiori Hill neighborhood. He said retail is important to Hillsborough, but he expressed concern the rezoning would be too extreme a step. Epstein said the board members should consider every possible use that would be allowed by right on the rezoned property. He said if the board members are comfortable with the most intense allowed use, and that use fits

the town's Comprehensive Plan for the area, the rezoning should proceed. However, if the most intense allowed use does not seem like a good idea for that area, he said the board members should not allow the rezoning. Epstein said rezonings should only proceed to correct a zoning mistake or if the conditions for the original zoning have changed. He questioned the applicant's argument that rezoning the property would align it with surrounding uses, which he said are not clearly consistent with the uses allowed in High Intensity Commercial zoning districts. Epstein said a smaller rezoning step could be taken to allow less-intense development than the requested zoning district.

There were no further comments for this item.

C. General Use Rezoning and Future Land Use Plan Amendment: 1220 N.C. 57 — To rezone from Business Park to Office and Institutional (OC PIN 9875075617)

Campbell presented the staff report. She clarified no annexation is associated with this application. She said although the approximately 5-acre property is disconnected from the main part of town, it was previously annex into the town and zoned. She said the property is adjacent to the Eno River Academy. The applicant requests to amend the Future Land Use Plan and rezone the land from Business Park to Office and Institutional. She displayed a map and photographs of the property, pointing out its location on an area map.

Johnston referred the board members to information on pages 33 and 34 of the agenda packet. He invited the applicant to speak.

Laura Loehr addressed the board members. She said she would like to build an indoor pickleball facility on the property. Loehr said the facility would not be large and would fit well on the lot. She said she hopes to bring America's fastest growing sport to Hillsborough. Loehr said there are few such facilities in North Carolina and thus the facility would become a destination, with people traveling to play on an indoor court. She said she hopes to build a facility similar to one in Leland, N.C. Loehr said the requested zoning would overlap with that of the adjacent Eno River Academy, noting the school has a gym. She said the project would fall under the "recreational facilities" use.

Ferguson said she has visited the Leland, N.C., pickleball facility. Loehr said her facility would be nearly identical to the Leland facility. Ferguson expressed excitement about the proposed project.

Loehr added although pickleball is played at the Orange County Sportsplex, the balls and surfaces used there are different, resulting in slower play. When asked, she said she plans six courts. She said she had not finalized the facility's hours of operation but anticipated it being open from 8 a.m. to 9 p.m.

When asked, Loehr said she had been looking for a site for about six months. She said Hillsborough would be a good location because it would attract people from Durham, Chapel Hill, Mebane and Burlington.

When asked, Loehr said pickleball tournaments ideally need at least eight courts. She said she wants to bring professional players to the facility for exhibition and clinics, noting former professional pickleball player Noah Sariban was with her tonight.

Weaver asked Campbell what water and sewer impacts rezoning the property would have, noting the rezoning would allow any use allowed by right in the Office and Institutional zoning district. Weaver also noted the town is nearly finished crafting its Comprehensive Sustainability Plan. She asked Campbell what the best practice would be regarding amending the Future Land Use Plan so close to completing the Comprehensive Sustainability Plan.

Campbell said she reached out to Utilities Director Marie Strandwitz, who reported the projected water and sewer use for the pickleball facility would not be much more than for a single-family home. When asked, Loehr confirmed the facility probably would have one shower each for men and women. Campbell said the proposed use would not strain the town's water and sewer capacity, any other uses permitted in the district would have to be evaluated as to whether or not the town could serve them based on available sewer capacity.

Campbell said rezoning from Business Park to Office and Institutional would not constitute a large difference. She said the Office and Institutional zoning district might be more appropriate given what is on the parcel. She briefly described the parcel. When asked, she said Eno River Academy's land is zoned Business Park.

Salvi said she is not opposed to pickleball but is concerned the land could be used for any use allowed by right in the Office and Institutional zoning district. She worried the land could be sold and a more water-intense use built. Salvi asked if the town had a way to stop the land being developed for other uses if water and sewer capacity becomes a concern for the site.

Campbell said the town would evaluate the water and sewer usage when the site plan was submitted. Campbell said the town could determine water and sewer could not be extended if capacity is not available. When asked, Campbell confirmed Eno River Academy has water and sewer service. She pointed out a sewer line on the property.

Salvi said she felt uneasy about the site's water and sewer impacts and whether upgrades would be needed.

When asked, Campbell said this parcel is not part of any discussions about potential de-annexation of town property.

Johnston invited members of the public to speak.

Sariban addressed the board in support of the pickleball facility. He said he played professionally from 2017 to 2020 and now teaches pickleball. Sariban said he also is a physical therapist and noted the sport's health benefits. He said the sport's popularity is growing quickly, and people have few options for playing indoors on the correct surface in winter. He said there are no such facilities nearby, and people would come to Hillsborough from far away to play pickleball at the facility. Sariban said those people also would eat at Hillsborough's restaurants while in the area.

When asked, Sariban said the space could be used for other events, but those events probably would be related to pickleball, such as professional exhibitions. He explained tennis uses the same surface as pickleball but is played on a larger court.

Salvi expressed concern that a large tournament would attract too many cars for the site. Sariban explained the facility would be too small for a tournament. He said typical tournaments use between 14 and 50 courts, as opposed to the proposed facility's 6 courts.

There were no further comments for this item.

- D. Text amendment to the Unified Development Ordinance: Section 6.5.7 — To exclude train stations from buffer requirements

Campbell presented the staff report. She said staff found an issue while planning the future railroad station near the intersection of Orange Grove Road and Churton Street. Campbell said the ordinance requires a 100-foot buffer from railroads and interstates to protect businesses and residents from noise. She said the buffer is not necessary for the train station and its related walkways, parking and platforms. Campbell said a text amendment is needed to exclude the train station from the buffer requirement.

When asked, Campbell explained the ordinance requires buffers from railroads to protect residents and businesses from noise. She said there is no expectation for a train station to be quiet when a train goes by, noting it would be awkward to have the train station's platform and parking 100 feet from the rail line.

There were no further comments for this item.

E. Text amendment to the Unified Development Ordinance: Section 6.7.5 — To change requirements for "Fenestration"

Campbell presented the staff report. She said Section 6 of the ordinance regarding development standards was rewritten several years ago to require buildings to be more pedestrian-oriented, and those changes included fenestration and glass requirements. She said staff has run into issues enforcing these requirements for uses like warehouses and flex space that do not need a lot of glass, particularly when back walls face woods or when the ordinance requires windows in bathrooms and storage spaces. Campbell said staff has modified the requirements to reduce the amount of required glass and to clarify spandrel glass or faux glass options available for developers.

Commissioner Matt Hughes, Ferguson and Campbell discussed the ABC Store on Old N.C. 86 as an example of a building that had difficulty meeting the ordinance's glass requirements. Campbell added staff had heard feedback from flex spaces and other businesses on Meadowlands Drive that back up to wooded buffers but were required to have glass on their rear walls.

There were no further comments for this item from the board members or the public.

6. Close the public hearing

When asked, Hornik confirmed the town board should vote to close its portion of tonight's public hearing and to continue the Planning Board's portion of the public hearing to the Planning Board's next regular meeting on Nov. 17, 2022.

Motion: Ferguson moved to close the public hearing for the town board and continue the public hearing for the Planning Board to the Nov. 17, 2022, Planning Board meeting. Bell seconded.

When asked, Hornik confirmed the town would not need to republish public notice because the hearing was already advertised and would continue from tonight. Hornik confirmed the public still could speak at the hearing when the Planning Board meets again in November.

Only town board members voted on this item.

Vote: 5-0.

7. Updates

A. Board of Adjustment

Campbell noted Planning Board member and Board of Adjustment liaison Hooper Schultz was absent tonight. There were no updates for this item.

B. Parks and Recreation Board

Campbell noted Planning Board member and Parks and Recreation Board liaison Alyse Polly was absent tonight. There were no updates for this item.

C. Staff

Campbell said at the regular Oct. 10, 2022, town board meeting the town board approved the conditional zoning process, which will allow developers to present more details of what they plan to build. She said in the coming months she expects to see more conditional zoning applications and fewer general use rezoning applications. When asked, Campbell and Hornik explained developers tend to prefer conditional zoning processes because they provide the town board and Planning Board members with more certainty and development details, resulting in more approvals.

Hornik explained for general use rezonings the standard is the suitability of each allowed use. He said for general use rezonings such as those presented tonight, board members should vote to deny a rezoning if they feel strongly that an allowed use is inappropriate, even if the applicant's intended use is acceptable. He said the conditional zoning process would let applicants propose specific uses to the exclusion of other uses. Campbell agreed conditional zoning is more of a negotiation.

8. Adjournment

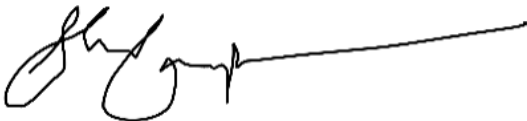
Motion: Ferguson moved to adjourn. Hughes seconded.

Only town board members voted on this item.

Vote: 5-0.

Johnston adjourned the joint public hearing at 8:25 p.m.

Respectfully submitted,



Shannan Campbell
Planning and Economic Development Manager
Staff support to the Planning Board

Planning Board Approved: November 17, 2022



Minutes

Board of Commissioners Regular Meeting

7 p.m. Dec. 12, 2022

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Planning and Economic Development Manager Shannan Campbell, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Communications Manager Catherine Wright

Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7 p.m.

1. Public charge

Mayor Weaver did not read the public charge.

2. Audience comments not related to the printed agenda

There was none.

3. Agenda changes and approval

The following changes were requested:

- Move Item 5E: Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers) to Item 6F.
- Move Item 6F: Review of town code amendments related to appointed board procedures to Item 6G.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Kathleen Ferguson, seconded by Commissioner Mark Bell.

Voting Yea: Commissioners Bell, Robb English, Ferguson and Matt Hughes, Absent: Evelyn Lloyd.

4. Appointments

- A. Tourism Board – Appointment of Megan Kimball with term ending May 9, 2024

A motion was made to approve appointment to the Tourism Board.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

5. Items for decision – consent agenda

- A. Minutes
- Regular meeting Nov. 14, 2022
 - Work session Nov. 28, 2022
 - Work session closed session Nov. 28, 2022
- B. Miscellaneous budget amendments and transfers
- C. Community Development Block Grant-Coronavirus Quarterly Report
- D. Classification and pay amendment

- ~~E. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)~~
- E. Resolution Accepting a Donation to Help Fund Improvements to the Outdoor Areas of the Town Hall Campus to Encourage and Enhance Public Use

A motion was made to approve the consent agenda as amended.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

6. Items for decision – regular agenda

- A. Request from Corbinton Commons HOA regarding plowing of streets in advance of street dedication

Assistant Town Manager and Community Services Director Margaret Hauth reviewed the request for the town to plow streets in the Corbinton Commons neighborhood, noting the homeowners association would enter into a hold harmless agreement to cover any damage to town equipment that occurs in plowing. The roads have not yet been dedicated to the town by the developer, and the town has sent a letter to the owner and developer to encourage completion of the project. Dorie Bargmann, a resident and member of the homeowners association, spoke before the board about the request.

A motion was made to provide snow removal service with a hold-harmless agreement.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- B. Annexation and General Use Rezoning – request from the Town of Hillsborough to:
- Annex approx. 19.5 ac consisting of OC PIN 9874132066
 - Rezone approx. 6.62 ac of that parcel from AR to LO (train station area)
 - Keep the remaining 12.88 ac zoned AR

Planning and Economic Development Manager Shannan Campbell reviewed the request from the town, which is related to a planned train station. The town owns the 19.5 acres located in the central part of town. Within the parcel, 6.62 acres for the train station is requested to be rezoned from agricultural residential to limited office.

A motion was made to approve the annexation ordinance, consistency statement and rezoning ordinance.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- C. General Use Rezoning – Owls Woods (1700 NC 86 South, OC PIN 9874429362); Limited Office to High Intensity Commercial

The planning and economic development manager reviewed the request to rezone the parcel owned by Owl Woods Development from limited office to high intensity commercial. She noted an initial request to rezone the parcel to multi-family was denied by the board.

A motion was made to approve the rezoning ordinance and adopt a consistency statement. Commissioner Bell noted all board members are aware of the issues with this parcel, which is at an intersection with varying other zoning districts adjacent to it.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- D. General Use Rezoning and Future Land Use Plan Amendment – 1220 NC 57, OC PIN 9875075617; Business Park to Office and Institutional and Update the Future Land Use Map from Light Industrial to Suburban Office

The planning and economic development manager reviewed this request to rezone a vacant lot adjacent to Eno River Academy from business park to office and institutional. The request includes updating a corresponding portion of the Future Land Use Map from light industrial to suburban office.

A motion was made to approve the rezoning ordinance and future land use plan amendment.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- E. Unified Development Ordinance text amendment – Section 6.7.5 Fenestration

The planning and economic development manager reviewed the proposed amendment to reduce the requirements for glass in the arrangement of windows and doors on a building. She noted the amendment would also clarify that faux glass can be used to mimic the appearance of glass in places where transparent glass may not make sense. It was noted that the town still desires glass coverage and a four-sided building that is aesthetically pleasing, but the current requirements are too large in some cases.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Ferguson, seconded by Commissioner English.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- F. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)

The planning and economic development manager reviewed the proposed amendment to exempt train stations from the 100-foot buffer requirement for new development or redevelopment. This would allow a train station to be closer to the tracks it serves. Campbell noted an expectation to not be bothered by train noise by a train station is low.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- G. Review of town code amendments related to appointed board procedures

Community Services Director Margaret Hauth reviewed that the proposed Code of Ordinance amendments relating to the procedures of appointed boards involved consolidating language about the boards in one place in the code, removing three boards that no longer exist and creating language for one board that was not in the code.

Lloyd joined the meeting at 7:18 p.m.

Hauth further noted:

- More information was added about appointment, recruitment and orientation to make the processes more consistent across the boards.
- A consistent attendance policy for all boards was added.
- Language about how to fill a vacancy was reviewed to ensure it focuses on the Board of Commissioners and allows the board the flexibility to determine the process whenever a vacancy occurs.
- Park naming was moved from the Parks and Recreation Board responsibilities.

She suggested the board discuss whether to implement residency requirements for Parks and Recreation Board members and term limits and service stipulations for Board of Commissioners members serving on appointed boards.

The board will continue discussion at the January meeting and directed staff to:

- Add language to the proposal that appointees serve at the pleasure of the Board of Commissioners or the appointing board and can be removed with a formal vote.
- Add a requirement to the proposal for residency within a park district for Parks and Recreation Board appointees.
- Review the current procedures for each board to determine whether term limits and service stipulations should be set for commissioners serving in some capacity on appointed boards.
- Review defining language on boards to determine what should be included in the code.
- Review rules of procedures for each board to determine changes that should be made for consistency.
- Consider compensation at a later date for appointed board members to encourage diversity.

7. Updates

A. Board members

Board members gave updates on the committees and boards on which they serve.

B. Town manager

There was none.

C. Staff (written reports in agenda packet)

There was none.

A motion was made to move to closed session at 8 p.m.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

8. Closed session

A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)

A motion was made to return to open session at 8:39 p.m.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

A motion was made to grant the following benefits to the town manager following the annual evaluation:

- Increase in monthly vehicle allowance from \$350 to \$500.

- 3.75% merit raise.
- 8.43% market rate salary adjustment.
- Additional 40 hours of vacation leave per year.

Motion made by Commissioner Bell, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

9. Adjournment

Mayor Weaver adjourned the meeting at 8:42 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 12/12/2022 TO 12/12/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF- Contingency	10-00-9990-5300-000 CONTINGENCY						
	To cover insurance	28012	12/12/2022	EBRADFORD	300,000.00	-2,101.00	117,962.00
	To cover continued consulting assistance.	28016	12/12/2022	JFernandez	300,000.00	-45,000.00	72,962.00
	To cover accounting assistance	28037	12/12/2022	EBRADFORD	300,000.00	-30,000.00	42,962.00
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV.						
	To cover postage	28013	12/12/2022	EBRADFORD	19,240.00	-200.00	30,928.80
Admin.	10-10-4200-5300-112 POSTAGE						
	To cover postage	28014	12/12/2022	EBRADFORD	300.00	200.00	500.00
Admin.	10-10-4200-5300-540 INSURANCE						
	To cover insurance	28011	12/12/2022	EBRADFORD	341,400.00	2,101.00	344,722.00
Accounting	10-10-4400-5300-459 C.S./ACCOUNTING ASSISTANCE						
	To cover continued consulting assistance.	28015	12/12/2022	JFernandez	25,200.00	45,000.00	140,324.16
	To cover accounting assistance	28036	12/12/2022	EBRADFORD	25,200.00	30,000.00	170,324.16
Utilities Admin	30-80-7220-5300-112 POSTAGE						
	To fund Postage account	28009	12/12/2022	EBRADFORD	0.00	100.00	100.00
Utilities Admin	30-80-7220-5300-338 SUPPLIES - DATA PROCESSING						
	To fund Postage account	28010	12/12/2022	EBRADFORD	1,700.00	-100.00	1,600.00
WTP	30-80-8120-5300-350 UNIFORMS						
	To cover winter clothing for Water Plant s	28005	12/12/2022	JFernandez	1,500.00	488.06	1,988.06
WTP	30-80-8120-5300-570 MISCELLANEOUS						
	To cover winter clothing for Water Plant s	28004	12/12/2022	JFernandez	1,200.00	-488.06	711.94
Water Distribution	30-80-8140-5300-154 MAINTENANCE - GROUNDS						
	For clearing of sewer easements.	28002	12/12/2022	JFernandez	33,000.00	-2,000.00	31,000.00
Water Distribution	30-80-8140-5300-326 SUPPLIES - PATCH						
	To cover driveway repair contractor.	28007	12/12/2022	JFernandez	6,000.00	4,000.00	10,000.00
WW Collection	30-80-8200-5300-154 MAINTENANCE - GROUNDS						
	For clearing of sewer easements.	28003	12/12/2022	JFernandez	33,000.00	2,000.00	35,000.00
WW Collection	30-80-8200-5300-326 SUPPLIES - PATCH						
	To cover driveway repair contractor.	28006	12/12/2022	JFernandez	20,000.00	-4,000.00	16,000.00
						<u>0.00</u>	

APPROVED: 4/0

DATE: 12/12/22

VERIFIED: *Sarah E. Kimrey*



Quarterly Report

Community Development Block Grant-Coronavirus

No. 20-V-3528

Emergency Housing Assistance

Quarter:		April 2022-June 2022
Total Amount of Funds Disbursed:		\$78,100.18
Payments for Hillsborough Residents:		\$71,000.16
Administration Costs:		\$7,100.02
Number of Households Assisted:		15
Average Amount of Assistance Per Household:		\$4,733.34

DEMOGRAPHICS

Applicant Race	Count	% of Total	Applicant Ethnicity	Count	% of Total
Asian	0	0.0%	Hispanic and/or Latinx	0	0.0%
Black/African American	26	65.0%	Not Hispanic and/or Latinx	40	100.0%
Multiracial/Other	0	0.0%	Unknown	0	0.0%
White/Caucasian	14	35.0%		40	100.0%
Unknown	0	0.0%			
	40	100.0%			
Household Income	Count	% of Total			
30% AMI	13	86.7%			
50% AMI	2	13.3%			
60% AMI	0	0.0%			
	15	100.0%			

ASSISTANCE PROVIDED

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$38,915.81	54.8%
Rent Payments (Arrears)	\$30,894.81	43.5%
Rent Deposits/Fees/Bond	\$30.00	0.0%
Utility/Internet Payments	\$1,159.54	1.6%
Mortgage Payments (Current / Future)	\$0.00	0.0%
Mortgage Payments (Arrears)	\$0.00	0.0%
	\$71,000.16	100.0%

This quarterly report was received and reviewed by the Hillsborough Board of Commissioners on the ____ 12th ____ day of
December ____ 2022.



Janice E. [Signature]

Mayor

Regular (Non-Law Enforcement) Positions						
Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
11	55,716	72,431	89,146	E	1102	WEB DEVELOPER/ASSISTANT COMMUNICATIONS MANAGER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR

13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1801	ASSISTANT FINANCE DIRECTOR
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary				FLSA		
Grade	Minimum	Midpoint	Maximum	Status	Class Code	Classification
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE



RESOLUTION

To Accept Monetary Gift for Grounds Improvements

At the Town Hall Campus

WHEREAS, the Town of Hillsborough has been offered a gift of approximately Twenty Thousand Dollars (\$20,000) by Thomas Stevens of Hillsborough, North Carolina with the condition that the funds be used to enhance the surrounding grounds of the Town Hall Campus with public spaces, trails, landscaping, gardens, public art, or similar amenities for the use and benefit of the town and its inhabitants; and

WHEREAS, the Hillsborough Board of Commissioners has considered and desires to publicly acknowledge the generous offer, and to formally accept the offer for the uses and purposes stated;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners on motion by Commissioner Kathleen Ferguson, seconded by Commissioner Matt Hughes, that the Town of Hillsborough does accept the offered monetary gift to be used solely for the purposes stated by the donor, and directs town staff to accept the gift and maintain said funds for such purposes.

Approved this 12th day of December of the year 2022.



Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:

Rezone 6.62 acres of PIN 9874132066 from AR (Agricultural Residential) to LO (Limited Office) retain the existing AR zoning on the remaining 12.88 acres.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it supports improving future connectivity and connectedness.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for the zoning map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed zoning map amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 6.62 acres of PIN 9874132066 from AR (Agricultural Residential) to LO (Limited Office). The remaining 12.88 acres is currently zoned AR and is requested to remain zoned AR.
- Section 5.** The legal description of the parcel area of PIN 9874132066 to be zoned LO is as follows:

COMMENCING at a control nail having NCPSCS Coordinates of Northing: 842,791.50' Easting: 1,970,544.19'; thence South 79°41'04" West a distance of 248.20 feet to an existing PK Nail in the center of Gold Hill Way (a public 69' Right of Way), as shown in Plat Book 122, Page 96-99, and being the point of BEGINNING; thence North 11°02'16" West a distance of 15.73 feet to a point; thence along the eastern line of John M. Roberts, et al (PIN# 9874-02-5866 / RB 6371, PG 38 / PB 118, PG 145) North 10°57'47" West a total distance of 156.49 feet to an existing rebar on the southeast corner of Roberts Investments LLC [RILLC 1] (PIN# 9874-03-5063 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2C]), and passing a point on the northern R/W of Gold Hill Way at a distance of 19.08 feet; thence along the line of RILLC 1 North 11°54'54" West a distance of 209.76 feet to an existing rebar on the southeast corner of Roberts Investments LLC [RILLC 2] (PIN# 9874-03-5293 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2B]); thence along the line of RILLC 2 and Roberts Investments LLC [RILLC 3] (PIN# 9874-03-6433 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2A]) North 08°06'11" East a total distance of 360.90 feet to a 1" existing iron pipe on the southeast corner of Roberts Investments LLC [RILLC 4] (PIN# 9874-03-6514 / RB 4779, PG 572 / PB 74, PG 195 [Lot 1B]), and passing an existing 1" iron pipe at a distance of 178.34 feet; thence along the line of RILLC 4 and Roberts Investments LLC [RILLC 5] (PIN# 9874-03-6624 / RB 4779, PG 572 / PB 74, PG 195 [Lot 1A]) North 08°12'23" East a distance of 274.08 feet to an existing 1" iron pipe with cap at the R/W of North Carolina Railroad (a private 200' R/W); thence along the R/W of the North Carolina Railroad South 57°29'26" East a distance of 430.19 feet to a set iron pipe; thence along a new line the following three (3) calls: South 07°51'20" West a distance of 217.45 feet to a set iron

pipe; thence North 82°13'50" West a distance of 74.18 feet to a set iron pipe; thence South 07°51'20" West a total distance of 592.99 feet to a point in the center of Gold Hill Way; thence North 83°44'04" West a distance of 193.58 feet to the point of BEGINNING, containing an area of 288,363 square feet, or 6.620 acres, more or less.

For further description see map entitled "Town of Hillsborough; 255 Orange Grove Street – Rezoning Plat" prepared by Ballentine Associates, P.A., David E. Bowers, PLS L-4966, said map dated 13 Sep 2022.

Section 6. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 7. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4

Noes: 0

Absent or excused: 1

Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:


Rezone 15.38 ac PIN 9874429362 from LO (Limited Office) to HIC (High Intensity Commercial).

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it supports economic diversity in the community by making more commercially zoned land available for future development.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map of the Town of Hillsborough

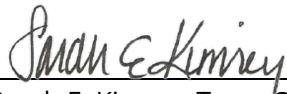
The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for the zoning map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is in reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 15.38 ac PIN 9874429362 from LO (Limited Office) to HIC (High Intensity Commercial).
- Section 5.** The legal description of the parcel area of PIN 9874429362 to be zoned HIC is as follows:
- BEING all of that tract or parcel of land labeled as Lot C Remainder consisting of 15.38 acres, more or less, as shown on that certain plat recorded in Plat Book 106, Page 28, Orange County Registry, which is also known as Orange County PIN 9874429362.
- BEING all of that certain tract or parcel of land known as Lot C according to plat of survey titled "PROPERTY SURVEYED FOR OWL'S WOOD DEVELOPMENT, LLC", dated December 11, 1998 by Callemyn-Parker, Inc., which plat is recorded in Plat Book 82, at Page 104 of the Orange County Registry.
- LESS AND EXCEPT that certain tract or parcel of land known as Lot C-1 according to final plat titled "RECOMBINATION SURVEY FOR OWL'S WOOD DEVELOPMENT, LLC", dated September 4, 2009 by Summit Consulting-Engineering, Architecture and Surveying, PLLC, which plat is recorded in Plat Book 106, at Page 28 of the Orange County Registry.
- Section 6.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 7.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

DRAFT

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map and Future Land Use Plan Map as follows:

Rezone 5.44 ac PIN 9875075617 from BP (Business Park) to O&I (Office and Institutional) and modify the future land use plan for the same parcel from Light Industrial to Suburban Office.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning and future land use plan amendment is consistent with the Vision 2030 plan as it supports economic diversity in the community by making more commercially zoned land available for future development and it encourages land development patterns that maximize the diversity of land uses across town.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map and Future Land Use Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for a zoning map amendment and future land use map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 5.44 ac PIN 9875075617 from BP (Business Park) to O&I (Office and Institutional) and the Future Land Use Plan Map is hereby amended to move this parcel from Light Industrial to Suburban Office designation.
- Section 5.** The legal description of the parcel area of PIN 9875075617 to be zoned O&I is as follows:
- BEING all that certain tract or parcel of land being designated as LOT B, as shown on plat entitled "Final Plat Property Surveyed for CCD Corp. LOTS "A"- "D". LOT B contains 5.44 acres, more or less, as shown on plat of survey recorded in Plat Book 104, at Page 58, to which reference is hereby made for a more particular description of the same.
- Section 6.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 7.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1



A handwritten signature in black ink, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows:

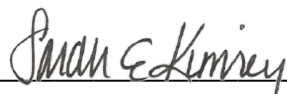
Amend UDO Section 6.7.5 to include reducing the amount of ground and upper floors glass required for commercial/multifamily buildings and clarify that spandrel and faux glass are permitted to be used when interior views to a building are not feasible. Additionally, an example of what a simulated or faux window is included in this section.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

These amendments are consistent with Vision 2030 goal of ensuring that future development is compatible with the special character of Hillsborough

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

6.7.5 FENESTRATION AND GLAZING

- 6.7.5.1** Buildings shall not have a blank wall oriented to a public or private street.
- 6.7.5.2** *Ground-floor building facades adjacent to existing or proposed public or private streets shall include window and glass door openings such as windows and doors shall account for openings comprising a minimum of 50% 40% on the of ground floors of the facades and 30% 25% of the upper floors of the facades. On buildings with at least one tenant space 30,000 sf or larger, openings such as windows and doors shall account for a minimum of 30% of the front façade.*
- 6.7.5.3** Street level glazing shall be visually transparent, although UV coatings are permitted. Mirrored glass is prohibited. *Spandrel and faux glass are permitted where interior views are not possible or feasible due to interior location of equipment, kitchens, production or stock areas, restrooms, and other uses where interior views are not appropriate. Transom windows are encouraged and may be used in meeting the requirements of 6.7.5.2 in these locations to provide natural light to the interior of the structure.*
- 6.7.5.4** Windows shall have a vertical-to-horizontal ratio of 1:2 except where storefront glass is employed. Two or more vertically oriented windows may be grouped together provided *grouped windows grouped* are the same size. This does not apply to buildings with at least one tenant space 30,000 sf or larger.
- 6.7.5.5** Design treatments intended to simulate windows that have been covered or filled in are prohibited. *Example below:*



The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4

Noes: 0

Absent or excused: 1



A handwritten signature in cursive script, reading "Sarah E. Kimrey", is written over a horizontal line.

Sarah E. Kimrey, Town Clerk

DRAFT

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows:

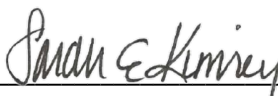
Amend UDO Section 6.5.7 to exempt the development or redevelopment of a train station, passenger platform, walkways or other related items to server rail or transit from the 100-foot buffer standards.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

These amendments are consistent with Vision 2030 goal of improving connectivity and connectedness by removing barriers for alternative forms of transportation such as rail.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

6.5.7 SPECIAL CIRCUMSTANCES BASED ON ADJACENT CONDITIONS

6.5.7.1 Where the buffer required between a land use and vacant land turns out to be greater than that buffer which is required between the first use and the subsequently developed use, the subsequent use may provide one-half (.5) of the required buffer. The existing use may expand its use into the original buffer area, provided the resulting total buffer between the two uses meets the buffer requirements of Table 6.5.10.

6.5.6.2. When a parcel to be developed is adjacent to an Interstate or railroad right of way, a 100-foot undisturbed buffer shall be provided along the adjacent property line, regardless of the requirement in Table 6.5.10. This buffer shall be planted to meet the standard of a Type D buffer if the existing vegetation does not meet that standard.

Exceptions to this requirement are as follows:

6.5.7.2.a If an existing public road separates the parcel where development is proposed from an Interstate or railroad right of way, no buffer shall be required. This section applies to constructed public roads, regardless of where the road right of way exists in relation to the railroad or Interstate right of way.

6.5.7.2.b If the applicant property is the redevelopment of an existing parcel with a platted land use buffer from a previous development code, the maintenance of that previously required buffer shall be taken to satisfy the Type D buffer.

6.5.7.2.c If the applicant property is of an existing single-family parcel where a land use buffer was not shown on the recorded plat creating the parcel, the Type D buffer will not be required.

6.5.7.2.d *If the applicant property is the development or redevelopment of a train station, passenger platform, walkways or other related items to serve rail or transit passengers such as parking, maintenance, or loading of the railroad the 100-foot buffer standards do not apply.*

6.5.7.3. When a non-residential parcel is adjacent to a street classified as arterial or collector, no buffer shall be required along the street frontage, regardless of the requirement in Table 6.5.10, unless modified by the permit-issuing authority.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk

DRAFT

TOWN OF HILLSBOROUGH

Minutes

Board of Commissioners

Remote regular meeting

7 p.m. June 14, 2021

Virtual meeting via YouTube Live

[Town of Hillsborough YouTube channel](#)

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Interim Human Resources Director Haley Bizzell, Budget Director Emily Bradford, Assistant to the Manager/Deputy Budget Director Jen Della Valle, Interim Town Clerk/Human Resources Technician Sarah Kimrey, Stormwater and Environmental Services Manager Terry Hackett, Police Chief Duane Hampton, Assistant Town Manager/Planning Director Margaret Hauth, Interim Public Works Director Dustin Hill, Town Attorney Bob Hornik, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Public Space Manager Stephanie Trueblood and Public Information Officer Catherine Wright

Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7:03 p.m. Interim Town Clerk and Human Resources Technician Sarah Kimrey called the roll and confirmed the presence of a quorum.

1. Public charge

Weaver did not read the public charge.

2. Audience comments not related to the printed agenda

There was none.

3. Agenda changes and approval

The mayor noted a change sent by the budget director by email prior to the meeting regarding the Community Development Block Grant project ordinance and an associated budget amendment. She also noted a change sent by the deputy budget director earlier regarding amending the miscellaneous budget amendments with two additional amendments regarding an aerator blower.

Motion: Commissioner Kathleen Ferguson moved to approve the amended agenda. Commissioner Mark Bell seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Commissioners Bell, Robb English, Ferguson, Matt Hughes and Evelyn Lloyd. Nays: 0.

4. Public hearings

A. Request to close unopened right of way named Cole Avenue

The mayor opened the public hearing. Assistant Town Manager and Planning Director Margaret Hauth said Cole Avenue is an unopened lane that separates property between two neighbors, serves no purpose, is unimproved and has no utilities. The closure was requested by one of the neighbors. Both neighbors were in

attendance at the meeting. The property owner who made the request, Mark Rhoades, said the closure would allow the two neighbors to have a cleaner property line and would remove questions of maintenance responsibilities along the boundary. Hauth said the other neighbor, Christina Perrella, had noted in an email that she was planning to observe rather than participate in the meeting. The mayor asked for confirmation that both parties are amenable to the request. Hauth said she had not heard otherwise.

Motion: Ferguson moved to close the public hearing. Bell seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

B. FY2022 budget public hearing

Mayor Weaver opened the public hearing. A water and sewer customer, William Johnson, provided a brief presentation against increasing utility rates. His presentation included a comparison of rates with surrounding communities and a look at specific aspects of the town's water and sewer fund. There were no other speakers. The mayor said the board received public comments from three other people via email. She summarized them:

- Will Lane, who attended the town's academy on operations, said he was glad to see funding for future sessions, thanked staff for making the budget document easy to understand, and said he wants to see the property tax rate stay the same.
- Lavone Tucker expressed concerns about out-of-town water and sewer rates. The mayor noted that the town manager had responded to the email.
- Michelle Jenkins was curious about the location for the proposed installation of a bench on Nash Street and had some questions about the installation.

The mayor said the board also received a letter from Fairview Community Watch asking for signage to be changed to rename the community center in the neighborhood after Dorothy Johnson.

Motion: Bell moved to close the public hearing. Ferguson seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

5. Items for decision — consent agenda

A. Minutes

1. Joint Public Hearing April 15, 2021
2. Regular meeting May 10, 2021
3. Work session May 24, 2021

B. Miscellaneous budget amendments and transfers (revised item)

C. Miscellaneous Tourism Board amendments and transfers

D. Hillsborough Tourism Board FY2022 Budget Ordinance

E. Proclamation Commemorating Juneteenth Independence Day

F. Consistency statement and ordinance amending Unified Development Ordinance Sections 7.5 – limiting the requirement to combine nonconforming lots

G. Consistency statement and ordinance amending Unified Development Ordinance Sections 5.1.6 and 5.1.7, Table of permissible uses

H. Reclassification and pay amendment – utilities analyst position to civil engineer

I. Deed restriction for all town parcels surrounding the West Fork Eno Reservoir

- J. Special event permit – road closure and sponsorship request for police service for Juneteenth March
- K. NC 86 Connector Study (Phase II)
- L. Community Development Block Grant (CDBG-CV) project ordinance and associated budget amendment (added item)

Motion: Ferguson moved to approve all items on the amended consent agenda. Bell seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

6. Items for decision — regular agenda

- A. Consistency statement and ordinance amending Unified Development Ordinance Sections 5.2.9.2 and 6.3.1 – citizen request related to accessory dwelling units and setbacks

Planning Director Margaret Hauth said she placed this request for text amendments on the regular agenda vs. the consent agenda because the Planning Board had a lot of discussion on it at the public hearing. She said the request is from a private property owner who would like to construct an accessory dwelling on the property. The ordinance does not allow accessory dwellings on private roads. The owner also would like to change the setback requirements of the property, which is zoned agricultural residential and has setbacks of 50 feet on all sides. The structures on this property are built closer to the property line already. The owner is asking to conform with setbacks in a nearby neighborhood, with a 40-foot setback in front and 30-foot setbacks on the other sides. Hauth said staff does its best to find options that don't involve changing the ordinance since it is a solution that impacts the entire town. She said the Planning Board's recommendation to allow accessory dwellings on private roads was not unanimous.

She answered questions from the board. She said the property is on Burnside Drive and is one of a few agricultural residential areas serviced by town water and sewer. Most agricultural residential zoning is outside town limits, and the impact of the request would be very limited, especially for the setback issue.

Hughes suggested separating the vote on setbacks and accessory dwelling units.

There was additional discussion. Hauth noted a change in the setback would affect all land zoned agricultural residential. She said that properties with the designation include the mining area and some places in West Hillsborough and that mining is regulated by the state. She said the only other tool that could be used to grant the request is a variance, but there is no hardship in this case to justify a variance. Hauth said reducing the setback gives property owners more ability to use their lot. She said individual houses that would be impacted likely are a dozen or fewer; a lot of the land in areas without water and sewer service are not developed; and the town has almost no way to oversee property used for agricultural purposes in its extraterritorial jurisdiction.

Motion: Hughes moved to approve ordinance change and consistency statement regarding setbacks. Lloyd seconded.

Kimrey called the roll for voting.

Vote: 3-1. Ayes: Bell, Ferguson, and Lloyd. Nays: Hughes. English lost connection and was unable to vote.

The board discussed the request to allow an accessory dwelling unit on a private road. The planning director said the applicant wants to build a garage with an apartment over it for a family member. She said the town greatly expanded the ability to have accessory dwelling units but the requirement to be on a public road has been in place for more than 30 years. Hauth said the Planning Board discussed whether a fixed distance could be set from a private road to allow accessory dwellings. The distance needed to allow the unit at this particular property is 300 feet, which would allow accessory dwellings on any private road in town. One of the Planning Board members was opposed to allowing the unit on a private road.

Hauth answered questions from the board. She confirmed the private road is a gravel road. She said it is one of the oldest private roads in town and probably one of the more well-constructed ones, noting that garbage trucks do travel it. She said most of the new private roads built are to access deeper lots and most private roads in town are very short. Hauth said the Planning Board discussed looking at the standard of a private road and she was very hesitant to accept the option because town staff are not qualified to look at a road and determine whether it's built to a certain standard and because the maintenance and standard for private roads is determined by the private owners. It was determined that a fair standard could not be implemented and the only option before the Planning Board was to allow accessory dwellings on private roads or don't.

In answering what the downside is to allowing accessory dwellings on private roads, Hauth said that not all private roads have been built in the last five years and some may not be well maintained or have a maintenance agreement among all the owners. She said the more people who live on a private road, the more pressure there will be also for the town to accept a road that would be a challenge. Hauth said staff have had conversations that private roads are a problem in the long run and perhaps they should not be allowed in town.

The mayor noted that the town has already taken steps to make accessory dwelling units more accessible to people and that both parts of this request seem to do that. In this case, the dwelling would make it possible for an aging parent to live on site. For another person, renting out the unit could help produce funds to maintain the road.

There was continued discussion about the assumption people have that private roads are public and subject to the same services as public roads and about the treatment of this private road. Hauth said the long tradition of garbage and recycling service on this road and the possibility of the road becoming public should be discussed separately.

Motion: Bell moved to adopt the ordinance and consistency statement to allow accessory dwelling units on private roads. Lloyd seconded.

Kimrey called the roll for voting.

Vote: 3-2. Ayes: Bell, English and Lloyd. Nays: Ferguson, Hughes.

B. Order closing unopened right of way named Cole Avenue

Motion: Hughes moved to close unopened right of way named Cole Avenue. Ferguson seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

- C. Consistency statement and ordinance amending Unified Development Ordinance to be consistent with North Carolina General Statute 160D and assigned Special Use Permit review to the Board of Adjustment

The planning director noted this item was discussed in April, at which time the board asked staff to check that the Board of Adjustment was comfortable with the new requirements. She said provisions that are more policy-based in the review of special use permits were discussed — affordable housing, green building, water use and cultural resources. The Board of Adjustment members were willing to take those topics on when there are specific policies or plans that they can rely on when making related determinations. She said the draft language in this request does not include those topics but they could be addressed in the update to the Comprehensive Sustainability Plan and then be added to the Unified Development Ordinance. She said much of the changes are language and consistency changes, some clarification of administrative processes, and changes for consistency in formatting. She noted Section 6.20 of draft will be amended due to a typo.

Town Attorney Bob Hornik said the most substantive change is moving special use permit review to the Board of Adjustment to review. All other changes really are to make processes and references match the North Carolina General Statute 160D, which is required by July 1.

The mayor asked for clarification on the four items the Board of Adjustment wanted clarification on and what the impact would be in the interim while the town works on the Comprehensive Sustainability Plan. The planning director said the requirements are to ask an applicant how much water they will use, ask what green building standards will be used, have the applicant check whether any documented cultural resources are on the site, and ask the applicant to talk to the board about affordable housing.

Hauth said to her recollection, there haven't been any meaningful conditions placed on special use permits for any of the topics except affordable housing. She said the town did require Forest Ridge and maybe Collins Ridge to do some green building certificates within 30 days of their certificate of occupancy, but more of those provisions and requirements are becoming part of the state building code. She said the big gap in the interim would be with affordable housing as this board has requested affordable housing measures, such as donation of land or payment in lieu. Those measures only are triggered in projects with more than 20 dwellings. In the interim, there would not be that mechanism to have a conversation with the board about affordable housing.

Hauth said in discussions with the Planning Board it was noted another round of amendments would be coming in October that would create some conditional zoning districts that address certain circumstances. She said conditional zoning would come to the board and the board would have the opportunity to have affordable housing discussions with applicants then. She noted that the town cannot automatically require that a project with X number of dwellings fall under conditional zoning. She said the board could give staff direction to find another mechanism to address affordable housing.

There was discussion about whether special use permits should go to the Board of Adjustment or the town board. The planning director noted that it is not uncommon across the state for special use permits to go to the Board of Adjustment or Planning Board for approval.

Bell reminded the board that Hughes had said in the initial discussion that the change in the special use permit process would make the commissioners pay more attention to how they make appointments to the Board of Adjustment. He suggested trying the proposed process for 6 months and then evaluating. He recalled that Hauth had said all the large tracts in the town's jurisdiction are built out.

Hughes noted there is a benefit in having appointed board members make quasi-judicial decisions at each meeting vs. mixing quasi-judicial and legislative decision-making as there is a possibility of melding the two in their minds.

The planning director urged the board to adopt the proposed ordinance tonight to be compliant with state law. She said she thinks staff can have a solution by the end of the calendar year for ensuring that affordable housing gets discussed at the appropriate level. She said staff will propose some conditional zoning districts that include very large-scale residential developments and mixed-use developments. This will allow for affordable housing conversations as conditional zoning will always come to the town board because it's a legislative decision. She suggested the town also needs to think through the information it needs from applicants to ask for less upfront but still make an informed decision.

Motion: Bell moved to amend consistency statement and ordinance. Hughes seconded.

Ferguson asked for clarification that the change in process could be revisited. The planning director suggested adding a discussion to the board's annual budgetary planning retreat.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

D. Second workshop on the FY22 Budget

Budget Director Emily Bradford opened the work session and noted the abstract in the agenda packet includes the items noted for further discussion following the June 7 budget work session. Discussion started regarding a downtown parking study in which Hughes had suggested the town fund a larger portion of the study. The draft budget proposed \$18,000 as the town's contribution and \$16,000 each from the Tourism Board and Tourism Development Authority. The planning director offered an alternative source of funds. She said the town receives planning funds from the metropolitan planning organization and the parking study would be an eligible expense. The town would have to pay 20% of the cost. She said use of the funds would have no impact on traffic requests. She also said the town has about a \$250,000 balance, so the project's scope could be increased. The \$50,000 cost for the study is a plug figure, she said, adding that a \$75,000 project would require \$15,000 as the town's share, which is less than the amount proposed in the draft budget.

Board members were in agreement to pursue use of Metropolitan Planning Organization funds for the study.

Motion: Hughes moved to change the allocation of the parking study to 50% from the Planning Department, 25% from the Tourism Development Authority and 25% from the Tourism Board. English seconded.

Kimrey called the roll for voting.

Vote: 4-1. Ayes: Bell, English, Hughes and Lloyd. Nays: Ferguson.

The budget director confirmed that the parking study estimate would be changed to \$75,000 and the cost would be split.

The board discussed other items brought forth during the June 7 work session. It directed staff to:

- Increase cleaning of park restrooms to four times a week once daily pandemic cleanings end. Prior to the pandemic, they were cleaned twice a week.

- Add \$3,000 for cellular phone data analysis software for the Police Department.
- Add \$7,500 as an initial contribution from the town for a veterans memorial in Orange County.
- Fund community reinvestment requests from the Exchange Club and Hillsborough Arts Council at the requested levels, \$7,500 and \$14,520 respectively.
- Keep the proposed 3.25% merit raise for employees and add a \$1,000 cost-of-living adjustment for the current fiscal year since no raises were given this fiscal year due to the pandemic.

The board also discussed compensation for police officers to keep the town competitive amid significant increases to starting salaries in some area jurisdictions and a nationwide issue of early retirements, a shortage of candidates and an inability to fill vacancies. Town Manager Eric Peterson suggested increasing market rate adjustment funds to help cover potential adjustments for police officers and give time for staff to determine a proposal. He plans to provide a proposed amount for the increase at the June 28 meeting.

The board also discussed the proposed property rates and fees. There was discussion on the need for funding for sustainability actions to meet the town's clean energy goals, for taking care of employees, and for connectivity needs. The manager said he would bring some property tax rate options to the board's next meeting.

The utilities director said the Water and Sewer Advisory Committee's work on examining rates regarding affordability and the differential charged for out-of-town customers was paused due to the pandemic. The town manager noted additional time also is needed to examine capital utility projects that need to be funded but aren't in the budget because budget adoption must occur this month.

The board directed staff to remove from the fee schedule the higher security deposit for water and sewer customers considered high risk for nonpayment.

E. Hot topics for work session June 28, 2021

The board will further discuss the budget proposal and adopt a budget ordinance at the June 28 meeting.

The planning director said she does not know if she can have a request to rename the community center in the Fairview neighborhood processed in time for the June 28 meeting. She said there is a process specified in the Code of Ordinances regarding naming structures.

7. Updates

A. Board members

Board members gave updates on the committees and boards on which they serve.

B. Town manager

There was none.

C. Staff (written reports in agenda packet)

There was none.

8. Adjournment

Motion: Ferguson moved to adjourn at 10:01 p.m. Lloyd seconded.

Kimrey called the roll for voting.

Vote: 5-0. Ayes: Bell, English, Ferguson, Hughes and Lloyd. Nays: None.

Respectfully submitted,

Sarah Kimrey
Interim Town Clerk
Staff support to the Board of Commissioners

DRAFT

Hillsborough FY2022 Budget Discussion

Water & Sewer Proposed Rate Increase

William Johnoson Presentation

Water & Sewer FY2022 Budget

Jun-21			
5,000 gallons - Water & Sewer Charge Comparison			
	<u>Inside</u>	<u>Outside</u>	
Hillsborough	\$ 114.75	\$ 223.75	
OWASA	\$ 90.41		
Cary	\$ 74.35	\$ 111.55	
Pittsboro	\$ 72.20	\$ 144.40	
Durham County	\$ 64.66	\$ 129.31	
Mebane	\$ 63.35	\$ 126.70	

1

William Johnoson Presentation

	<u>FY2015</u>	<u>FY2020</u>	
Net Position	39,289,542	55,151,696	
Cash Un-restricted	6,190,061	11,369,532	
Cash - Developer Fees	<u>2,591,600</u>	<u>5,857,366</u>	
Total Available Cash	<u>\$ 8,781,661</u>	<u>\$ 17,226,898</u>	
		\$ 8,445,237	Increase in cash over 5 fiscal years. Almost a double

*Note: Developer Fees Cash is included as well as it appears this cash was restricted by choice via a Reserve Fund Resolution.
And could this choice be simply reversed and Developer funds be considered not Restricted?*

2

William Johnoson Presentation

Water & Sewer Bottom Line Cash Flow numbers				
	<u>Budget</u>	<u>Estimate</u>	<u>Actual</u>	<u>Difference between Budget & Actual</u>
FY2018	\$ (779,749)	\$ (48,797)	\$ 980,860	\$ 1,760,609
FY2019	\$ (665,700)	\$ 1,659,463	\$ 3,222,300	\$ 3,888,000
FY2020	\$ 557,829	\$ 1,181,026	\$ 2,534,876	\$ 1,977,047
FY2021	\$ (54,235)	\$ 1,023,683		
FY2022	\$ 63,649			
NOTE: Excludes all Transfers (in and out) from the various internal funds				
Assumes that capital necessary for the reservoir is being funded by the bond proceeds (and other debt issued) and that cash is in the Restricted part of the balance sheet.				

W&S Debt Service - from budget documents									
	Actual <u>FY15</u>	Actual <u>FY16</u>	Actual <u>FY17</u>	Actual <u>FY18</u>	Actuals <u>FY19</u>	Actuals <u>FY20</u>	Estimate <u>FY21</u>	Budget <u>FY22</u>	
Admin of Enterprise	-	-	-	-	-	-	-	-	
Utilities Admin	-	-	-	-	-	-	-	-	
Billing & Collections	161,233	13,614	27,227	40,000	39,125	39,125	39,125	39,125	
Water Treatment Plant	117,206	113,683	111,301	109,051	106,715	104,378	91,315	86,360	
West Fork Eno Reservoir	665,033	641,325	640,665	970,558	384,150	449,908	840,550	839,828	
Water Distribution	25,621	124,790	124,244	123,903	94,036	115,604	105,973	101,470	
Wastewater Collection	181,773	124,790	76,295	146,434	73,558	71,966	15,083	-	
Wastewater Treatment	<u>1,378,647</u>	<u>1,305,874</u>	<u>1,284,012</u>	<u>1,262,151</u>	<u>1,240,289</u>	<u>1,218,427</u>	<u>1,196,566</u>	<u>1,174,704</u>	
	<u>\$ 2,529,513</u>	<u>\$ 2,324,076</u>	<u>\$ 2,263,744</u>	<u>\$ 2,652,097</u>	<u>\$ 1,937,873</u>	<u>\$ 1,999,408</u>	<u>\$ 2,288,612</u>	<u>\$ 2,241,487</u>	
				\$40K just an estimate					
				Assume that this Capital Lease Refi paid out of \$1,270,205 was added back to debt					

W&S Proposed Capital Projects & Funding Sources

		<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
	Wastewater Treatment Plant	190,000					
	Water Distribution	220,000	200,000				
	Water Treatment Plant	185,500	-				
Funding: ARP Fees		\$ 595,500	\$ 200,000				
	Water Treatment Plant					600,000	
Funding: Cap Reserves						\$ 600,000	
	Wastewater Collection			10,000,000		8,000,000	
	Water Distribution		2,000,000			2,600,000	
	Water Treatment Plant	-	-	-	-	-	4,250,000
Funding: Debt		\$ -	\$ 2,000,000	\$ 10,000,000	\$ -	\$ 10,600,000	\$ 4,250,000
	Wastewater Collection	25,000					
	Wastewater Treatment Plant		100,000	10,000	180,000		
	Water Distribution	290,000	80,000	465,000	500,000	100,000	-
	Water Treatment Plant	47,100	219,000	255,500	-	-	-
Funding: Regular Operations		\$ 362,100	\$ 399,000	\$ 730,500	\$ 680,000	\$ 100,000	\$ -
	Wastewater Collection	200,000	-	-	-	-	-
Funding: Perpetual Maint		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Wastewater Collection	180,000	3,550,000				
	Water Distribution	861,000	150,000	200,000	1,250,000	1,250,000	1,250,000
Funding: System Develop Fees		\$ 1,041,000	\$ 3,700,000	\$ 200,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
	Wastewater Collection			3,500,000			
Funding: Unknown		\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -
	Grand Total	\$ 2,198,600	\$ 6,299,000	\$14,430,500	\$ 1,930,000	\$12,550,000	\$ 5,500,000

5

William Johnson presentation

From: [Town of Hillsborough](#)
To: [Jenn Weaver](#); [Robb English](#); [Evelyn Lloyd](#); [Kathleen Ferguson](#); [Mark Bell](#); [Matt Hughes](#); [Sarah Kimrey](#); [Eric Peterson](#); [Margaret Hauth](#)
Subject: Contact form message: DRaft FY22 budget comments
Date: Monday, June 14, 2021 12:24:43 PM

William Lang sent the message below via the Town of Hillsborough website "Contact Mayor and Commissioners" form. To respond, reply to this email or contact

Wanted to send my comments on the draft FY22 town budget.
Great work by our town staff for making the documents easy to read and understand.
The mantra of "take care of what we have" is more important than ever which makes moving out of the Eno flood plain to higher ground important.
Amazed and pleased that tax rate might be able to remain at current level given the stressors of the past year and last year's concerns regarding holding the status quo.
Fine with the increase in water and sewer as these are such important town services that I know we pay a lot of attention to regarding quality quantity and infrastructure maintenance.
Excited to see included the line item for Hillsborough University the catalyst for me sharing my budget thoughts with you!
Thoughtful and thought provoking town budget that shows us in good stead which I might say is supported by the future year budgeting (estimating) approach.
Meets my test of: Where do we want to go? How will we know when we get there? and What will we measure along the way to make sure we are heading in the right direction?
Thanks!
Will

From: [Eric Peterson](#)
To: [Jenn Weaver](#); [Robb English](#); [Evelyn Lloyd](#); [Kathleen Ferguson](#); [Mark Bell](#); [Matt Hughes](#); [Sarah Kimrey](#); [Margaret Hauth](#)
Cc: [Marie Strandwitz](#); [Catherine Wright](#); [Jen Della Valle](#); [Emily Bradford](#)
Subject: RE: Contact form message: Water/Sewer Rate Increase, 6D on Agenda for June 14
Date: Monday, June 14, 2021 3:40:22 PM

Dear Lavone Tucker,

Thank you for taking the time to share your concerns and frustrations regarding water and sewer rates. You are correct that rates are unquestionably high for water and sewer service. You raise some excellent questions and points. The town has a frequently asked questions (FAQ) page that provides responses to some of the information you requested regarding minimum usage, justifications for higher out-of-town rates, and others: <https://www.hillsboroughnc.gov/faqs/faq-water-and-sewer-rates/>

Minimum Usage

Water & sewer utilities charge either using a base rate or volumetric approach. The base charge approach means customers get charged a flat amount each month for those fixed costs that still must be paid for even if the customer doesn't use any water or sewer. This includes costs for making the water and sewer service available, such as debt payments on the treatment plants or other system improvements. The calculations are complex and beyond my ability to explain. Utility billing consultants are usually brought in to calculate what those numbers should be. Thus, the customer is charged the base rate plus the actual water/sewer they used. This is the approach the City of Durham uses. The volumetric approach is where a unit sets a minimum usage instead of a base rate plus any usage beyond that amount. As you referenced, Hillsborough's minimum is 2,500 gallons per month.

In North Carolina 54% of water systems use the same approach as Hillsborough, the other 46% use Durham's approach, so it's split about evenly. Each approach has its pros and cons. Hillsborough's minimum usage was 3,000 per month. A four year process recommended by the Town's Water & Sewer Advisory Committee to lower it to 2,500 was completed in 2016. The most typical minimum monthly usage amounts by utility systems are 2,000 and 3,000 per month, thus Hillsborough's is in the middle. There's more detail at the town's website at this link: <https://assets.hillsboroughnc.gov/media/documents/public/understanding-the-minimum-usage-charge.pdf> The town will likely re-evaluate this practice again at some point in the future as it comes up for discussion and evaluation periodically. If a change occurred, it could be to either lower the minimum further as you suggested or to change to a base rate approach. Either way, it would require direction from the town board to re-evaluate the billing structure and hiring a consultant to generate these options.

Higher Out-of-Town Rates

As with many utility billing practices they can vary widely from jurisdiction to jurisdiction. Charging higher rates to out-of-town customers is a common practice across the country and North Carolina. Although, there are many places that don't charge a different rate amount. Many others charge multipliers that are less or more than the double or 200% rate that's common. For example, the City of Durham charges double or 200%. Some places charge as high as triple or 300%. Hillsborough's multiplier is slightly less than Durham at 195%, but the overall charges are higher due to our rates. In

North Carolina about 62% of water systems charge higher rates for out-of-town customers. The following link goes into more detail about this topic, such as rationales that have been cited in various places for charging higher out-of-town rates:

<https://assets.hillsboroughnc.gov/media/documents/public/understanding-in-town-and-out-of-town-rates.pdf>

One option to address this would be to see if your condominium development is interested in requesting annexation into the town limits. When this happens it's a trade off of having water and sewer costs reduced almost in half compared to the additional costs of paying property taxes for town services like parks, streets, possibly solid waste collection if the streets are public, stormwater, and having the fire tax removed which saves the homeowners additional money. Some neighborhoods find after doing the calculations that it's a savings to be annexed. Others find it's less expensive to continue paying the higher rates and avoid paying taxes. Town staff can assist neighborhoods that are interested in annexation.

Water & Sewer Advisory Committee (WSAC)

The WSAC is a group of volunteer advisory board members that is composed of both out-of-town and in-town members. They provide policy guidance on various aspects of operating the town's system, often making recommendations to the town board on rate, budget, operating, and other aspects of running the system. They meet periodically and welcome inquiries and participation from customers. The following link provides more information about this committee and how to get on one of their agendas: <https://www.hillsboroughnc.gov/government/appointed-boards/water-and-sewer-advisory-committee/> Due to COVID they've been meeting remotely since last March, so hopefully with things appearing to get better they may start meeting in person again later this summer, which may be more convenient than interacting on Zoom. I've copied the Town's Utilities Director Marie Strandwitz in case you want to get on one of their future agendas.

Thank you again for taking the time to share thoughtful questions that touch on important concerns. I'm sure the town board will consider your comments as they regularly re-evaluate the impacts of rate structures and practices on customers.

Sincerely,

Eric

Eric Peterson



Eric Peterson (he,him,his)
Town Manager
Town of Hillsborough
P O Box 429

101 E. Orange Street
Hillsborough, NC 27278

☎ 919-296-9421

📠 919-732-3921

E-Mail: eric.peterson@hillsboroughnc.gov

Web: www.hillsboroughnc.gov

**In accordance with the North Carolina general statutes, chapter 132, this email address is subject to North Carolina public records law. As such, please note that all inbound and outbound messages are subject to requests for review and may be disclosed to third parties.

From: Town of Hillsborough <no-reply@hillsboroughmail.org>

Sent: Sunday, June 13, 2021 10:07 PM

To: Jenn Weaver <Jenn.Weaver@hillsboroughnc.gov>; Robb English <Robb.English@hillsboroughnc.gov>; Evelyn Lloyd <Evelyn.Lloyd@hillsboroughnc.gov>; Kathleen Ferguson <Kathleen.Ferguson@hillsboroughnc.gov>; Mark Bell <Mark.Bell@hillsboroughnc.gov>; Matt Hughes <matt.hughes@hillsboroughnc.gov>; Sarah Kimrey <Sarah.Kimrey@hillsboroughnc.gov>; Eric Peterson <Eric.Peterson@hillsboroughnc.gov>; Margaret Hauth <Margaret.Hauth@hillsboroughnc.gov>

Subject: Contact form message: Water/Sewer Rate Increase, 6D on Agenda for June 14

Lavone Tucker sent the message below via the Town of Hillsborough website "Contact Mayor and Commissioners" form. To respond, reply to this email or contact

I currently live in a condo on Orange Grove Rd, outside the city limits. I moved here in August 2019 and coming from Durham, I was shocked at the rates for water/sewer. What is particularly troublesome to me is how the Town can set a "minimum" water usage which results in some homes paying for gallons of water that are NOT used (and the sewage rate for those unused gallons). I have never heard of a utility charging customers for services that are, in fact, not provided. While some type of "minimum charge" would be acceptable to most, it should be far below 2,500 gal/mo. My usage varies from 1400 - 1800 gal/mo. To be "equitable", my suggestion is to charge per gallon (with a reasonable minimum) so that every household pays only for the gallons they use.

Charging residents outside the City Limits double what residents pay in town is not equitable. I have heard the argument that in-town residents pay higher property taxes than those of us that live outside city limits. Yet, when one looks at the use of funds, no tax dollars are used for Water/Sewer costs, so this argument holds no water (pun intended). I would love a logical explanation for this discrimination.

From: [Emily Bradford](#)
To: [Sarah Kimrey](#)
Cc: [Eric Peterson](#)
Subject: FW: Contact form message: Nash St. bench
Date: Friday, June 11, 2021 11:25:18 AM

From: Town of Hillsborough <no-reply@hillsboroughmail.org>
Sent: Friday, June 11, 2021 10:03 AM
To: Emily Bradford <Emily.Bradford@hillsboroughnc.gov>
Subject: Contact form message: Nash St. bench

Michelle Jenkins sent the message below via the Town of Hillsborough website "Contact Budget Office" form. To respond, reply to this email or contact

Re: Nash St. bench
Hello. Has area/location been narrowed down yet for bench placement? Purpose of bench?
Consider midpoint of Nash or further south.
Addition of the bench can be beneficial certainly.
Expect placement will be useful, and also encourage moving along instead of loitering. From my experience with the bus stop bench installed near my residence, I have witnessed the benefit for bus patrons, but also loitering and litter. For example, individuals who come with blaring music to sit and just disrupt. Also, for idle gatherings. Hopefully, this bench will involve less of the latter.
Please consider placement near midpoint of Nash, @ Alma, Hayes, or closer to S. Nash. Thank you.

FY 2020-2021

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/14/2021 TO 06/14/2021

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
74-00-3200-3800-350 MISCELLANEOUS						
Adj to actual	20909	06/14/2021	EBRADFORI	0.00	689.00	689.00
74-00-3900-3900-000 FUND BALANCE APPROPRIATED						
To cover potential yr-end overages	20910	06/14/2021	EBRADFORI	49,646.00	5,311.00	60,107.00
74-51-6250-5300-997 6% HOLDBACK						
To cover potential yr-end overages	20911	06/14/2021	EBRADFORI	18,000.00	6,000.00	24,000.00
					<u>12,000.00</u>	

APPROVED: 5/0

DATE: 6/14/21

VERIFIED: *Sharon E. Kimrey*

DRAFT

FY 2020-2021

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/14/2021 TO 06/14/2021

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF- Revenue	10-00-3800-3800-350 MISCELLANEOUS King St. Sidewalk Project	20847	06/14/2021	EBRADFORI	20,000.00	10,000.00	39,219.00
GF- Revenue	10-00-3900-3900-000 FUND BALANCE APPROPRIATION To cover rental generator	20913	06/14/2021	EBRADFORI	551,313.00	6,000.00	1,085,809.89
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV. To cover translation services	20845	06/14/2021	EBRADFORI	28,645.00	-775.00	26,313.00
Admin.	10-10-4200-5300-320 SUPPLIES - OFFICE To cover yr-end overages	20835	06/14/2021	EBRADFORI	2,200.00	100.00	1,900.00
Admin.	10-10-4200-5300-454 C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S To cover yr-end overages	20836	06/14/2021	EBRADFORI	61,332.00	-100.00	61,232.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS To cover translation services	20846	06/14/2021	EBRADFORI	9,053.00	775.00	8,622.00
Accounting	10-10-4400-5300-338 SUPPLIES - DATA PROCESSING To cover Debt Book	20915	06/14/2021	EBRADFORI	1,200.00	-100.00	1,100.00
Accounting	10-10-4400-5300-458 DATA PROCESSING SERVICES To cover Debt Book	20914	06/14/2021	EBRADFORI	6,948.00	100.00	18,559.00
Planning	10-10-4900-5300-120 ADVERTISING To cover yr-end overages	0	06/14/2021	EBRADFORI	1,500.00	500.00	6,035.00
	To cover yr-end overages	20843	06/14/2021	EBRADFORI	1,500.00	1,000.00	7,035.00
Planning	10-10-4900-5300-570 MISCELLANEOUS To cover yr-end overages	0	06/14/2021	EBRADFORI	2,500.00	-500.00	41,616.00
	To cover yr-end overages	20844	06/14/2021	EBRADFORI	2,500.00	-1,000.00	40,616.00
Police- Admin	10-20-5100-5300-458 DATA PROCESSING SERVICES To cover simulator maint/support	20832	06/14/2021	EBRADFORI	13,983.00	1,300.00	15,283.00
Police- Patrol	10-20-5110-5300-330 SUPPLIES - DEPARTMENTAL To cover ammunition	20829	06/14/2021	EBRADFORI	15,500.00	3,000.00	42,729.16
Police- Patrol	10-20-5110-5300-350 UNIFORMS To cover ammunition	20830	06/14/2021	EBRADFORI	9,360.00	-3,000.00	14,360.00
Police- Patrol	10-20-5110-5700-741 CAPITAL - EQUIPMENT To cover simulator maint/support	20831	06/14/2021	EBRADFORI	0.00	-1,300.00	68,250.00
Fleet Maint.	10-30-5550-5300-351 RENTAL - EQUIPMENT To cover rental generator	20912	06/14/2021	EBRADFORI	0.00	6,000.00	6,000.00
Streets	10-30-5600-5300-130 UTILITIES To cover garbage truck tax/tags	20825	06/14/2021	EBRADFORI	125,000.00	-9,000.00	128,855.17
Streets	10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE King St. Sidewalk Project	20848	06/14/2021	EBRADFORI	0.00	10,000.00	13,500.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To cover garbage truck tax/tags	20826	06/14/2021	EBRADFORI	310,000.00	9,000.00	306,388.00
Admin. of Enterprise	30-80-7200-5300-571 SAFETY AWARDS PROGRAM To cover cost of safety awards program	20850	06/14/2021	JDELLAVALI	0.00	250.00	4,303.00
Admin. of Enterprise	30-80-7200-5300-580 CUSTOMER SERVICE & INNOVATION AWARD To cover cost of safety awards program	20849	06/14/2021	JDELLAVALI	4,000.00	-250.00	3,750.00
Admin. of Enterprise	30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY EBRADFORD		06/09/2021	7:29:37PM			
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TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/14/2021 TO 06/14/2021

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	To cover year-end overages	20851	06/14/2021	JDELLAVALI	138,952.00	-2,000.00	136,952.00
Admin. of 30-80-7200-5350-611	SERVICE CHARGE - ADMINISTRATION						
Enterprise	To cover year-end overages	20855	06/14/2021	JDELLAVALI	794,099.00	-11,000.00	783,099.00
Admin. of 30-80-7200-5350-612	SERVICE CHARGE - ACCOUNTING						
Enterprise	To cover year-end overages	20853	06/14/2021	JDELLAVALI	271,260.00	-4,000.00	267,260.00
Admin. of 30-80-7200-5350-613	SERVICE CHARGE - FLEET MAINTENANCE						
Enterprise	To cover year-end overages	20852	06/14/2021	JDELLAVALI	205,609.00	2,000.00	207,609.00
Admin. of 30-80-7200-5350-615	SERVICE CHARGE - SAFETY & RISK MGMT						
Enterprise	To cover year-end overages	20854	06/14/2021	JDELLAVALI	93,090.00	4,000.00	97,090.00
Admin. of 30-80-7200-5350-616	SERVICE CHARGE-INFORMATION SERVICES						
Enterprise	To cover year-end overages	20856	06/14/2021	JDELLAVALI	271,256.00	11,000.00	282,256.00
Utilities 30-80-7220-5100-010	OVERTIME						
Admin.	To cover year-end overages	20858	06/14/2021	JDELLAVALI	1,500.00	3,000.00	4,500.00
Utilities 30-80-7220-5100-020	SALARIES						
Admin.	To cover year-end overages	20857	06/14/2021	JDELLAVALI	305,578.00	-3,000.00	302,578.00
Utilities 30-80-7220-5300-455	C.S./ENGINEERING						
Admin.	To cover GIS work	20828	06/14/2021	EBRADFORI	127,500.00	-5,000.00	167,500.00
	To cover year-end overages	20859	06/14/2021	JDELLAVALI	127,500.00	-3,371.00	164,129.00
Utilities 30-80-7220-5300-493	C.S./GIS						
Admin.	To cover GIS work	20827	06/14/2021	EBRADFORI	15,000.00	5,000.00	26,858.75
Utilities 30-80-7220-5300-581	RECOGNITION PAY						
Admin.	To cover year-end overages	20860	06/14/2021	JDELLAVALI	0.00	3,371.00	3,371.00
Billing & 30-80-7240-5100-010	OVERTIME COMPENSATION						
Collection	To cover year-end overages	20862	06/14/2021	JDELLAVALI	2,000.00	2,600.00	4,600.00
Billing & 30-80-7240-5125-060	HOSPITALIZATION						
Collection	To cover year-end overages	20861	06/14/2021	JDELLAVALI	63,414.00	-2,600.00	60,814.00
Billing & 30-80-7240-5125-061	LIFE/DISABILITY/VISION						
Collection	To cover year-end overages	20864	06/14/2021	JDELLAVALI	1,396.00	25.00	1,421.00
Billing & 30-80-7240-5127-070	RETIREMENT						
Collection	To cover year-end overages	20863	06/14/2021	JDELLAVALI	21,923.00	-25.00	21,898.00
WTP 30-80-8120-5100-020	SALARIES						
	To cover year-end overages	20881	06/14/2021	JDELLAVALI	398,633.00	22,000.00	420,633.00
WTP 30-80-8120-5120-050	FICA						
	To cover year-end overages	20882	06/14/2021	JDELLAVALI	32,408.00	3,500.00	35,908.00
WTP 30-80-8120-5125-060	HOSPITALIZATION						
	To cover year-end overages	20866	06/14/2021	JDELLAVALI	77,179.00	10.00	77,189.00
WTP 30-80-8120-5127-070	RETIREMENT						
	To cover year-end overages	20865	06/14/2021	JDELLAVALI	43,211.00	-10.00	43,201.00
WTP 30-80-8120-5127-071	401(K) RETIREMENT SUPP.						
	To cover year-end overages	20868	06/14/2021	JDELLAVALI	21,182.00	260.00	21,442.00
WTP 30-80-8120-5300-130	UTILITIES						
	To cover year-end overages	20867	06/14/2021	JDELLAVALI	82,500.00	-260.00	74,433.00
WTP 30-80-8120-5300-570	MISCELLANEOUS						

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TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/14/2021 TO 06/14/2021

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	To cover translation of water quality repoi	20916	06/14/2021	JDELLAVALI	1,200.00	-400.00	1,800.00
WTP	30-80-8120-5300-572 CONSUMER CONFIDENCE REPORT						
	To cover translation of water quality repoi	20917	06/14/2021	JDELLAVALI	600.00	400.00	1,000.00
Water Distribution	30-80-8140-5100-020 SALARIES						
	To cover year-end overages	20883	06/14/2021	JDELLAVALI	314,813.00	53,000.00	367,813.00
Water Distribution	30-80-8140-5120-050 FICA						
	To cover year-end overages	20884	06/14/2021	JDELLAVALI	25,039.00	3,000.00	28,039.00
Water Distribution	30-80-8140-5125-060 HOSPITALIZATION						
	To cover year-end overages	20885	06/14/2021	JDELLAVALI	67,963.00	12,000.00	79,963.00
Water Distribution	30-80-8140-5125-061 LIFE/DISABILITY/VISION						
	To cover year-end overages	20886	06/14/2021	JDELLAVALI	2,162.00	500.00	2,662.00
Water Distribution	30-80-8140-5125-062 DENTAL INSURANCE						
	To cover year-end overages	20887	06/14/2021	JDELLAVALI	2,244.00	550.00	2,794.00
Water Distribution	30-80-8140-5127-070 RETIREMENT						
	To cover year-end overages	20888	06/14/2021	JDELLAVALI	33,386.00	4,500.00	37,886.00
Water Distribution	30-80-8140-5127-071 401(K) RETIREMENT SUPP.						
	To cover year-end overages	20870	06/14/2021	JDELLAVALI	16,366.00	3,500.00	19,866.00
Water Distribution	30-80-8140-5300-130 UTILITIES						
	To cover year-end overages	20871	06/14/2021	JDELLAVALI	42,268.00	1,800.00	44,068.00
Water Distribution	30-80-8140-5300-310 GASOLINE						
	To cover year-end overages	20869	06/14/2021	JDELLAVALI	23,345.00	-5,300.00	15,045.00
Water Distribution	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover year-end overages	20872	06/14/2021	JDELLAVALI	100,000.00	-2,400.00	95,173.00
Water Distribution	30-80-8140-5300-336 NON-CAPITAL OUTLAY						
	To cover year-end overages	20873	06/14/2021	JDELLAVALI	0.00	2,400.00	2,400.00
WW Collection	30-80-8200-5100-020 SALARIES						
	To cover year-end overages	20889	06/14/2021	JDELLAVALI	314,813.00	25,000.00	339,813.00
WW Collection	30-80-8200-5120-050 FICA						
	To cover year-end overages	20890	06/14/2021	JDELLAVALI	25,039.00	1,400.00	26,439.00
WW Collection	30-80-8200-5125-060 HOSPITALIZATION						
	To cover year-end overages	20891	06/14/2021	JDELLAVALI	67,963.00	8,500.00	76,463.00
WW Collection	30-80-8200-5125-061 LIFE/DISABILITY/VISION						
	To cover year-end overages	20892	06/14/2021	JDELLAVALI	2,162.00	200.00	2,362.00
WW Collection	30-80-8200-5125-062 DENTAL INSURANCE						
	To cover year-end overages	20893	06/14/2021	JDELLAVALI	2,244.00	300.00	2,544.00
WW Collection	30-80-8200-5127-070 RETIREMENT						
	To cover year-end overages	20894	06/14/2021	JDELLAVALI	33,386.00	1,800.00	35,186.00
WW Collection	30-80-8200-5127-071 401(K) RETIREMENT SUPP.						
	To cover year-end overages	20875	06/14/2021	JDELLAVALI	16,366.00	2,300.00	18,666.00
WW Collection	30-80-8200-5300-110 TELEPHONE/INTERNET						
	To cover year-end overages	20877	06/14/2021	JDELLAVALI	5,904.00	500.00	6,557.00
WW Collection	30-80-8200-5300-130 UTILITIES						
	To cover year-end overages	20874	06/14/2021	JDELLAVALI	53,573.00	-2,300.00	51,273.00

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FY 2020-2021

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/14/2021 TO 06/14/2021

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WW Collection	30-80-8200-5300-310 GASOLINE To cover year-end overages	20876	06/14/2021	JDELLAVALI	16,723.00	-500.00	19,223.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. To cover year-end overages	20879	06/14/2021	JDELLAVALI	18,186.00	600.00	18,786.00
WWTP	30-80-8220-5300-130 UTILITIES To cover year-end overages	20878	06/14/2021	JDELLAVALI	159,370.00	-600.00	158,770.00
WWTP	30-80-8220-5300-331 SUPPLIES - SAFETY To cover fall protection device replacement	20833	06/14/2021	EBRADFORI	1,950.00	2,820.00	4,770.00
WWTP	30-80-8220-5300-473 MAINTENANCE CONTRACTS To cover fall protection device replacement	20834	06/14/2021	EBRADFORI	77,710.00	-2,820.00	74,890.00
WSF- Contingency	30-80-9990-5300-000 CONTINGENCY To cover year-end overages	20880	06/14/2021	JDELLAVALI	300,000.00	-136,250.00	44,688.00
						<u>32,000.00</u>	

APPROVED: 5/0

DATE: 6/14/21

VERIFIED: *Sam E. Kimrey*

DRAFT

FY 2020-2021

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/15/2021 TO 06/15/2021

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF - Revenue	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
	To cover generator repair & rental	20920	06/15/2021	EBRADFORI	551,313.00	5,700.00	1,091,509.89
Fleet Maint.	10-30-5550-5300-158 MAINTENANCE - EQUIPMENT						
	To cover generator repair	20919	06/15/2021	EBRADFORI	2,500.00	5,000.00	7,500.00
Fleet Maint.	10-30-5550-5300-351 RENTAL - EQUIPMENT						
	To cover generator rental	20918	06/15/2021	EBRADFORI	0.00	700.00	6,700.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT						
	To cover aeration blower replacement	20931	06/15/2021	JDELLAVALI	65,710.00	10,500.00	129,528.00
WWTP	30-80-8220-5300-473 MAINTENANCE CONTRACTS						
	To cover aeration blower replacement	20930	06/15/2021	JDELLAVALI	77,710.00	-10,500.00	64,390.00
						<u>11,400.00</u>	

APPROVED: 5/0

DATE: 6/14/21

VERIFIED: *Sam E. Kimrey*

DRAFT

BUDGET ORDINANCE

Ordinance #20210614-5.D

FISCAL YEAR 2021-22 BUDGET ORDINANCE
TOURISM BOARD

Be it ordained by the Board of the Hillsborough Tourism Board, Hillsborough, North Carolina:

SECTION I. GENERAL FUND:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Food & Beverage Tax	\$ 325,000
Fund Balance Appropriation	\$ 42,364
	<u>\$ 367,364</u>

The following amounts are hereby appropriated in the General Fund for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$ 367,364</u>
	\$ 367,364

SECTION II. FOOD & BEVERAGE TAX:

The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as "Food & Beverage Tax" revenues in the General Fund in Section I of the ordinance.

SECTION III. BUDGET ORDINANCE:

Copies of this Budget Ordinance shall be filed with the finance officer, budget officer and the clerk of the governing board of this town.

Adopted this 14th day of June, 2021.

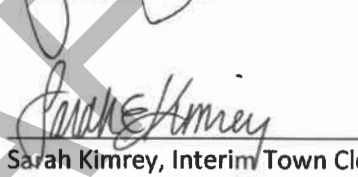
NORTH CAROLINA
ORANGE COUNTY

I, Sarah Kimrey, Interim Town Clerk, hereby certify that the foregoing is a true and accurate copy of the 2021-22 Budget Ordinance which will be recorded in the Town of Hillsborough Minute Book.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town to be affixed, this the 14th day of June, 2021.


Matt Hughes, Chair


Jenn Weaver, Mayor


Sarah Kimrey, Interim Town Clerk





Proclamation #20210614-5.E

PROCLAMATION

Commemorating Juneteenth Independence Day

WHEREAS, news of the end of slavery did not reach frontier areas of the United States, in particular the State of Texas and other Southwestern states, until months after the conclusion of the Civil War and more than 2½ years after President Abraham Lincoln issued the Emancipation Proclamation on Jan. 1, 1863; and

WHEREAS, isolated from both Union and Confederate forces during the Civil War, Texas had become a refuge for those who wished to continue the practice of holding human beings as property; and

WHEREAS, although the Emancipation Proclamation was issued on Jan. 1, 1863, 250,000 people still were held as human chattel in Texas when U.S. Army Maj. Gen. Gordon Granger arrived in Galveston, Texas, and announced the Civil War had ended and enslaved people were free; and

WHEREAS, the following is the text of the official recorded version of the order:
“The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property between former masters and slaves, and the connection heretofore existing between them becomes that between employer and hired labor. The freedmen are advised to remain quietly at their present homes and work for wages. They are informed that they will not be allowed to collect at military posts and that they will not be supported in idleness either there or elsewhere”; and

WHEREAS, African Americans who had been slaves in the Southwest celebrated June 19, commonly known as “Juneteenth Independence Day,” as inspiration and encouragement for future generations; and

WHEREAS, Texas became the first state to make Juneteenth a state holiday and, by June 2020, 47 states and the District of Columbia have established full or partial recognition of the holiday; and

WHEREAS, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States and celebrations have been held to honor African American freedom; and

WHEREAS, the U.S. Census discloses that the population of North Carolina in 1860 was 992,622, of which 331,059 were enslaved, including 5,108 slaves living in Orange County on plantations such as the Cameron Plantation in Hillsborough; and

Proclamation #20210614-5.E

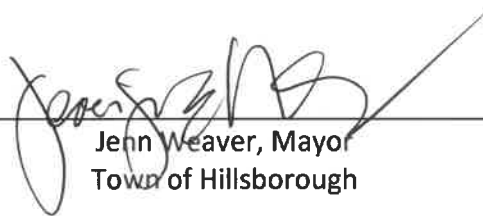
WHEREAS, Juneteenth has been declared a paid holiday by the governing bodies of Orange County, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, the Orange County School District and the Chapel Hill-Carrboro City School District; and

WHEREAS, slavery was not officially abolished until ratification of the Thirteenth Amendment to the United States Constitution by the required 27 of the then 36 states on Dec. 6, 1865, and the abolishment of slavery and involuntary servitude, except as punishment for a crime, was proclaimed on Dec. 18, 1865; and

WHEREAS, the Town of Hillsborough recognizes that while the Emancipation Proclamation and the Thirteenth Amendment may have officially ended the legal practice of enslaving human beings in the United States of America, 156 years later, there is still progress which must be made to dismantle the insidious systems and practices of white supremacy and systemic racism, the foundations of which were laid by the enslavement of Black people;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim that Hillsborough honors the perseverance and hope that inspired African Americans to celebrate freedom, to look for lost relatives, and to thrive in a hostile and white supremacist environment and that Hillsborough recognizes Juneteenth as an important date in American history.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of June in the year 2021.


Jenn Weaver, Mayor
Town of Hillsborough

Town Board's Statement per N.C. Gen. Stat. 160A-383

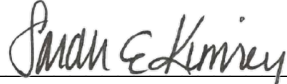
The Town of Hillsborough Town Board has received and reviewed the application of planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Sections 7.5 – limiting the requirement to combine nonconforming lots

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan, and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

This amendment supports the town's on-going smart growth principles of encouraging more development with the urban core and available to existing infrastructure, as well as supporting affordable housing efforts.

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of June, 2021.



Sarah E. Kimrey, Interim Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Unified Development Ordinance Section 7.5, *Nonconforming Lots*, is hereby amended to replace section 7.5.1 and 7.5.2 as follows:

7.5.1 COMBINATION OF CONTIGUOUS NONCONFORMING LOTS IN SINGLE OWNERSHIP

Undeveloped nonconforming lots shall be combined to create less nonconforming lots when all of the following apply:

- a) the lots are held in single ownership at the time of permit application
- b) the lots have continuous street frontage
- c) one or more of the lots is less than 40 feet wide, when measured at the front setback line
- d) the lots are lots of record as defined by this ordinance, were created by a public taking action, or were created as a result of a court order.

If the resultant lot is still nonconforming, it may be developed subject to Section 7.5.3, *Nonconforming Lot Setback Requirements*, as if the lot was created prior to February 17, 1986.

7.5.2 USE OF NONCONFORMING LOTS

7.5.2.1 Any single nonconforming lot of record may be developed, used, and occupied for the purposes defined by its zoning classification if combination with adjoining lots is not required under 7.5.1, *Combination of Contiguous Nonconforming Lots in Single Ownership*.

7.5.2.2 The setbacks for these lots shall be defined in Section 7.5.3, *Nonconforming Lot Setback Requirements*, as if the lot was created prior to February 17, 1986.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

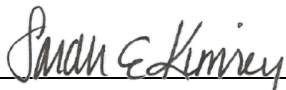
Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of June, 2021.

Ayes: 5

Noes: 0

Absent: 0



Sarah E. Kimrey, Interim Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160A-383

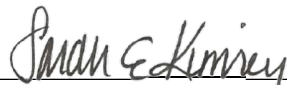
The Town of Hillsborough Town Board has received and reviewed the application of planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Sections 5.1.6 and 5.1.7 – permitted use tables

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan, and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

This amendment brings the ordinance into compliance with NCGS 160D requirements to no longer have conditional use permits. Other modernization amendments to processes and where uses are allowed were also included.

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of June, 2021.



Sarah E. Kimrey, Interim Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Unified Development Ordinance Section 5.1.6, *Use Table for Residential districts* and 5.1.7., *Use Table for Non-residential districts* are hereby replaced with the attached tables.

Section 2. Amend Section 9.2, definitions, to modify the definition for Building/Trade Contractor's Office to read as follows:

An establishment that serves as the base of operations for building contractors, plumbers, electricians, mechanical systems technicians, and the like. This use also includes other service type businesses dispatching to a work site including but not limited to exterminators, carpet cleaners, or mobile vehicle service with no on-site garage. This use may include office, on-site and off-site repair, and sale of related supplies and equipment. Outside storage of supplies, equipment, or vehicles that meet the definition of storage rather than parking is only permitted if the outdoor storage meets the requirements in Section 5.2 45.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

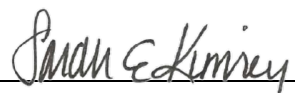
The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of June, 2021.

Ayes: 5

Noes: 0

Absent or Excused: 0

5



Sarah E. Kimrey, Interim Town Clerk

TOWN OF HILLSBOROUGH

TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
CDBG-CV (GRANT #: 20-V-3528)

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

Section 1: The project authorized by this ordinance is to provide emergency housing assistance.

Section 2: The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Community Development Block Grant	<u>\$600,000</u>
TOTAL	\$600,000

Section 4: The following amounts are available for expenditure for the project:

Administration	\$ 60,000
Public Services	<u>\$540,000</u>
TOTAL	\$600,000


Section 5: This ordinance may be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 6: Copies of this ordinance should be furnished to the Clerk, Budget Officer and Finance Officer to be kept on file by them for their direction in carrying out this project.

Adopted this 14th day of June, 2021.


Jeff Weaver, Mayor

Attest:


Sarah Kimrey, Interim Town Clerk

BUDGET TRANSFERS

Meeting Date: 6/14/2021

Account #	Account Name	Current Budget Amount	Transfer Amount	New Budget Amount	Notes
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General Restricted Revenue

Revenue

72-00-3000-3301-053 Grant - CDBG-CV \$ - \$ 600,000.00 \$ 600,000.00 To establish budget

Expenditure

72-10-3000-5300-800 CDBG-CV Administration \$ - \$ 60,000.00 \$ 60,000.00 To establish budget

72-10-3000-5300-801 CDBG-CV Public Services \$ - \$ 540,000.00 \$ 540,000.00 To establish budget

Approved On: June 14, 2021

Signature of Mayor:

Jenn Weaver, Mayor

Verified By:

Sarah Kimrey, Interim Town Clerk

DRAFT

Town Board's Statement per N.C. Gen. Stat. 160A-383

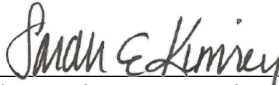
The Town of Hillsborough Town Board has received and reviewed the application of Samantha Johnson to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Section 6.3.1 – to reduce setbacks in the Agricultural residential district

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan, and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The requested amendments do not conflict with town goals and allow more dense development within the area served with public water and sewer.

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of June, 2021.



Sarah E. Kimrey, Interim Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. The Unified Development Ordinance Section 6.3.1, *Dimensional Requirements – Residential*, is amended to establish side setbacks of thirty feet, rear setback of thirty feet, and front setback of forty feet for the Agricultural Residential District.
- Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of June, 2021.

Ayes: 3
Noes: 1
Absent or Excused: 0



Sarah E. Kimrey, Interim Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160A-383

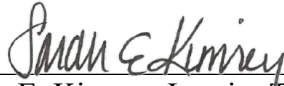
The Town of Hillsborough Town Board has received and reviewed the application of Samantha Johnson to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Section 5.2.9.2 – allow accessory dwellings on private roads

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan, and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The requested amendments do not conflict with town goals and allow more dense development within the area served with public water and sewer.

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of June, 2021.



Sarah E. Kimrey, Interim Town Clerk

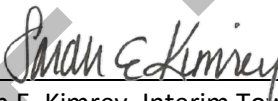
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. The Unified Development Ordinance Section 5.2.9.2, *Accessory dwelling within a principal single-family dwelling*, is hereby amended to deleted provision "b" which requires the lot to have direct access to a public road. The section is renumbered to accommodate this deletion.
- Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of June, 2021.

Ayes: 3
Noes: 2
Absent or Excused: 0



Sarah E. Kimrey, Interim Town Clerk

ORDER

Return to: Town of Hillsborough - Planning
P.O.Box 429
Hillsborough, NC 27278

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS
ORDER CLOSING UNOPENED Rights of Way
ON THE SOUTH SIDE OF WEST MARGARET LANE PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-299**

WHEREAS, a request was made to the town of Hillsborough Board of Commissioners to permanently close an unopened right of way on the south side of West Margaret Lane shown on recorded maps;

WHEREAS, on June 14, 2021, the Hillsborough Town Board conducted a public hearing after giving due notice thereof as required by North Carolina General Statutes Section 160A-299(a), at which all those wishing to be heard on the issue were given an opportunity to speak.

NOW, THEREFORE, the Hillsborough Board of Commissioners find as follows:

1. It appears to the satisfaction of the Town Board that closing the unopened right of way known as Cole Avenue is not contrary to the public interest; and
2. No individual owning property in the vicinity of the portion of the rights of way to be closed will be deprived of a reasonable means of ingress and egress to their property.

Based on the foregoing findings, it is ORDERED that the unopened right of way known as Cole Avenue on the south side of West Margaret Lane shall be closed in accordance with North Carolina General Statutes § 160A-299(a) effective upon the recording of an instrument in the Orange County Register of Deeds Office, as shown in plat book _____ page _____.

BE IT FURTHER ORDERED, that this Order and the related map shall not be finalized and available for recording in the Orange County Register of Deeds until 24 hours after the approval of this Order AND that if any written public comments are received during that time, the Hillsborough Board of Commissioners shall reconvene to consider the comments and adopt a new Order, consistent with S.L. 2020-3, SB 704.


WHEREFORE, the foregoing Order was put to a vote of the members of the Town of Hillsborough Board of Commissioners on the 14th day of June, 2021, the result of which vote were as follows:

Ayes: 5

Noes: 0

Absent or Excused: 0

Dated: June 17, 2021



Sarah E. Kimrey, Interim Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

I, Lindsay A. Rhew, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the interim Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as interim Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is a right of way closure order duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 17th day of June, 2021.

(Official Seal)

Lindsay A. Rhew
Notary Public

My commission expires: 4-25-2025

Town Board's Statement per N.C. Gen. Stat. 160A-383

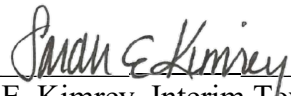
The Town of Hillsborough Town Board has received and reviewed the application of planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Entire ordinance rewrite to comply with North Carolina General Statutes 160D

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan, and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

This amendment brings the ordinance into compliance with NCGS 160D requirements

Adopted by the Town of Hillsborough Board of Commissioners this 14th day of June, 2021.



Sarah E. Kimrey, Interim Town Clerk

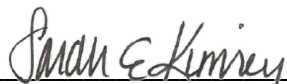
**AN ORDINANCE REPEALING THE TOWN OF HILLSBOROUGH 2011 UNIFIED DEVELOPMENT
ORDINANCE (as amended) AND ADOPTING A UNIFIED DEVELOPMENT ORDINANCE
CONSISTENT WITH NCGS 106-D.**

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. The Unified Development Ordinance, originally adopted February 28, 2011 and subsequently amended, is hereby repealed.
- Section 2. The attached Unified Development Ordinance consisting of 9 sections, is hereby adopted to be consistent with new planning legislation in North Carolina General Statutes 160D.
- Section 4. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 5. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of June, 2021.

Ayes: 5
Noes: 0
Absent or Excused: 0



Sarah E. Kimrey, Interim Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 01/09/2023 TO 01/09/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	To cover public hearing signs	28098	01/09/2023	EBRADFORI	300,000.00	-2,200.00	40,762.00
Admin.	10-10-4200-5100-020 SALARIES						
Services	To cover contract website maintenance	28019	01/09/2023	EBRADFORI	902,888.00	-2,100.00	900,788.00
Admin.	10-10-4200-5300-140 TRAVEL/VEHICLE ALLOTMENT						
Services	To cover monthly vehicle allowance adjus	28096	01/09/2023	JFernandez	4,200.00	1,800.00	6,000.00
Admin.	10-10-4200-5300-458 DATA PROCESSING SERVICES						
Services	To cover contract website maintenance	28020	01/09/2023	EBRADFORI	36,673.00	2,100.00	45,887.38
Admin.	10-10-4200-5300-540 INSURANCE						
Services	To cover invoices of property & liabilities	34123	01/09/2023	JFernandez	341,400.00	6,500.00	351,222.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS						
Services	To cover monthly vehicle allowance adjus	28095	01/09/2023	JFernandez	31,253.00	-1,800.00	24,953.62
	To cover invoices of property & liabilities	34124	01/09/2023	JFernandez	31,253.00	-6,500.00	18,453.62
Financial	10-10-4400-5100-020 SALARIES						
Services	To cover audit prep fees and future charge	28099	01/09/2023	JFernandez	338,398.00	-75,000.00	263,398.00
Financial	10-10-4400-5300-459 C.S./ACCOUNTING ASSISTANCE						
Services	To cover audit prep fees and future charge	28100	01/09/2023	JFernandez	25,200.00	75,000.00	245,324.16
Planning	10-10-4900-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover public hearing signs	28097	01/09/2023	EBRADFORI	1,800.00	2,200.00	2,300.00
Facility	10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
Mgmt.	To cover generator maintenance	28017	01/09/2023	EBRADFORI	201,896.00	-1,674.00	200,222.00
	To cover generator repair	28082	01/09/2023	EBRADFORI	201,896.00	-869.00	199,353.00
Facility	10-10-5000-5300-158 MAINTENANCE - EQUIPMENT						
Mgmt.	To cover generator maintenance	28018	01/09/2023	EBRADFORI	0.00	1,674.00	1,674.00
	To cover generator repair	28081	01/09/2023	EBRADFORI	0.00	869.00	2,543.00
Police	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	To cover hiring selection for BLET books	28080	01/09/2023	JFernandez	3,400.00	700.00	7,950.00
	To cover current and anticipated hiring ex	34126	01/09/2023	JFernandez	3,400.00	2,500.00	10,450.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	To cover hiring selection for BLET books	28079	01/09/2023	JFernandez	3,500.00	-700.00	2,680.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
	To cover current and anticipated hiring ex	34125	01/09/2023	JFernandez	5,000.00	-2,500.00	2,250.00
WWTP	30-80-8220-5300-165 MAINTENANCE - INFRASTRUCTURE						
	For replacement of safety rails at WWTP.	28094	01/09/2023	JFernandez	4,000.00	2,000.00	6,000.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS						
	For replacement of safety rails at WWTP.	28093	01/09/2023	JFernandez	92,500.00	-2,000.00	90,250.00
						<u>0.00</u>	

JFernandez
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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2022
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2023 Board of Commissioners meeting schedule amendment

Attachments:

2023 Board of Commissioners meeting schedule

Summary:

The meeting calendar amendment includes the addition of the following:

- Budget retreat Jan. 28, 2023, 9 a.m. to 2:30 p.m.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Approve 2023 Board of Commissioners meeting schedule amendment as presented.

Meeting Schedule: 2023

BOARD OF COMMISSIONERS



Meetings start at 7 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted. Times, dates and locations are subject to change.

The public will be able to view and listen to regular meetings and work sessions via live streaming video on the [town's YouTube channel](#).

Regular meetings

Regular meetings typically occur the second Monday of the month.

Jan. 9		Aug. 14
Feb. 13		Sept. 11
March 13		Oct. 9
April 10		Nov. 13
May 8	With budget presentation	Dec. 11
June 12	Tentative budget adoption	

Work sessions

Work sessions typically occur the fourth Monday of the month. The board generally does not make decisions or receive public comment at work sessions.

Jan. 23		May 30	Budget workshop, if needed
Jan. 28	Budget retreat, 9 a.m. to 2:30 p.m.	June 26	Budget adoption, if needed
Feb. 27		Aug. 28	With joint WSAC meeting
March 27		Sept. 25	
April 24	With State of the Town Address	Oct. 23	
May 22	Budget workshop, public hearing	Nov. 27	

Joint public hearings

Joint public hearings with the Planning Board typically occur the third Thursday of a month.

Jan. 19	July 20
April 20	Oct. 19

Joint meetings

Meetings with the Water and Sewer Advisory Committee are planned biannually. The Orange County Assembly of Governments typically meets in January.

Jan. 24	Assembly of Governments Whitted Human Services Center 300 W. Tryon St.	Feb. 2	Water and Sewer Advisory Committee
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101 E. Orange St., PO Box 429, Hillsborough, NC 27278 | 919-732-1270
www.hillsboroughnc.gov | @HillsboroughGov

Amended: Jan. 9, 202

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Bizzell

ITEM TO BE CONSIDERED

Subject: Classification and pay amendments

Attachments:

Pay schedule

Summary:

During the town-wide reorganization, the public works supervisor classification was removed from the Public Works Division. Since then, it has been determined that this position is needed to help the division's operations run efficiently. This position would help provide relief to the public works manager so he can focus more on higher level tasks. No additional full-time positions are being requested. Crew Leader/Equipment Operator III Brian Tatum has been performing many of the supervisor duties over the last several months; therefore, his position would be reclassified to public works supervisor, if approved. The crew leader/equipment operator III classification is in Grade 7 with a salary range of \$45,838 - \$73,341. The reclassification to public works supervisor would place the position in Grade 9 with a salary range of \$50,536 - \$80,858.

Communications Specialist Cheryl Sadgrove has taken on additional duties that expand beyond the scope of the current communications specialist job classification. Sadgrove now leads the Government 101 program and will be coordinating community engagement meetings. It's proposed that this position be reclassified to senior communications specialist. The communications specialist classification is in Grade 10 with a salary range of \$53,063 - \$84,901. The reclassification to senior communications specialist would place the position in Grade 12 with a salary range of \$58,502 - \$93,604.

Financial impacts:

No significant financial impacts.

5% salary increase for Brian Tatum to be placed in the public works supervisor classification with an effective date of Oct. 10, 2022.

5% salary increase for Cheryl Sadgrove to be placed in the senior communications specialist classification with an effective date of Oct. 24, 2022.

Staff recommendation and comments:

Approve the proposed pay schedule with the public works supervisor and senior communications specialist classifications.

Action requested:

Approve the proposed pay schedule with the public works supervisor and senior communications specialist classifications.

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
9	50,536	65,697	80,858	E	904	PUBLIC WORKS SUPERVISOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	58,502	76,053	93,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST

13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1801	ASSISTANT FINANCE DIRECTOR
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary		FLSA				Classification
Grade	Minimum	Midpoint	Maximum	Status	Class Code	
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9 2023
Department: Community Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Town code amendments related to appointed board procedures – adoption and discussion

Attachments:

1. Additional amendments and rules of procedure review
2. Ordinance amending Town Code (with revised article 8 included)

Summary:

In December, we reviewed the amendments related to appointed boards. The majority simply rearranged language for clarity and consolidation. Language was added about recruiting, appointment, and orientation. Some language across all boards was consolidated as applying to all volunteers.

During that discussion, the board asked for additional amendments that have been added to the ordinance:

- Add language that appointees serve at the pleasure of the Board of Commissioners and can be removed with a formal vote.
- Add a requirement for residency within a park district for Parks and Recreation Board appointees.
- Review which boards have members from the board of commissioners and determine if term limits apply to board members serving on appointed boards.
- Review defining language on boards to determine what should be included in the code.

I have reviewed the existing rules of procedure/by-laws for the existing boards. Please refer to the email with packet publication for a link to the site where the documents are shared. Rather than rewrite the documents simply for organizational consistency, I identified the primary items that needed to be included and checked for inclusion of those topics. A table showing this review is attached. I will be working with the staff support for each board to process the needed amendments.

Financial impacts:

Staff recommendation and comments:

Action requested:

Adopt the ordinance amending the town code.

Appointed Board review – follow up from December

1. Town Board representation on appointed boards:
 - a. Town Board members currently attend PRB, WSAC, TB, and TDA.
 - b. A Town Board representative is only required on Tourism Board (state law). No other representation is codified.
 - c. Suggestion:
 - i. Parks and Recreation – A Town Board member attended when this board was created to improve communication and allow a board member to hear the discussion directly about funding needs as this was an emerging priority. This connection is not necessary. It can be continued or discontinued.
 - ii. Water and Sewer Advisory Committee – a Town Board member has been attending on a rotating basis and Commissioner Hughes has become the fixed representative with additional rotating attendance. This can be codified or modified as the board wishes.
 - iii. Tourism Board – a Town Board member is required by the state law. The state law does not establish term limits for this board. The Town Board member may be exempted from the term limits established for others with an amendment to the rules of procedure.
 - iv. Tourism Development Authority – the state law does not require a Town Board member. The TDA does not presently have rules of procedure but will consider them shortly. The draft rules propose continuing the tradition of having the TDA Chair (designated by the Town Board under state law) be the Town Board member who serves on the Tourism Board. The TDA does not have term limits and members are appointed annually.
2. Volunteer board appointing members to other boards:
 - a. This impacts the Planning Board. They have a designated seat on the BOA and PRB.
 - b. Current Planning Board rules have the Planning Board voting to appoint these positions during organizational meeting. This has been our practice for many years. A minor amendment to the UDO is needed to align with this practice. Language has been added to the town code to clarify that the Planning Board could un-appoint members from these two boards.
 - c. The Tourism Board provides names to the town board to appoint to the TDA, so the town board retains appointment authority for those representatives.
3. Ex officio members
 - a. The ROP or town code sections for boards that have ex officio members all indicate these members cannot vote. Therefore, they also do not count toward quorum.
 - b. The language referring to ex officio members implies they are all invited members from other boards to help with communication and coordination.
 - c. Suggestion – remove the ex officio designation. All meetings are open to the public, so these interested parties can continue to participate, but let it be less formal.
 - d. The attached code amendment includes this change. The relevant rules of procedure amendments will also be made.
4. Add language (Sec. 3-64) that appointees serve at the pleasure of the Board of Commissioners and can be removed with a formal vote.
 - a. Tourism Board law says removed for good cause, so exception added.

- b. Tree Board & WSAC ROP need amendment to remove language referring to removal for cause.
 - c. Language added to clarify that the Planning Board can remove their designees on BOA and PRB as well.
- 5. Add language (Sec. 3-65) regarding compensation, with law-required exception for Tourism Development Authority. A broader discussion of compensation was deferred to a later date.
- 6. Require residency within a park district for appointees to the Parks and Recreation Board. (Corrected in Sec 3-70c).
- 7. Review “powers and duties” language for boards to determine what should be included in the code.
 - a. Staff recommends a discussion with appointed board as we amend the rules of procedure on this topic.
- 8. Review rules of procedures for each board to determine changes that should be made for consistency.
 - a. The table below provides a review of the documents. The TDA does not have rules but will have a draft proposed at their next meeting.
 - b. Staff will work with boards to update references and language as shown. All eight boards need at least one minor adjustment.
 - c. Many boards have an attendance policy. These can be removed or replaced with the consistent one in the town code.

Topics - ROP	BOA	HDC	PB	Park	Tree	Tour	WSAC
Quorum	UDO	UDO	UDO	X	X	X	X
Open Meetings	UDO	UDO	UDO	X	X	X	X
date/time of reg mtgs	X	X	X	X	X	Need	X
Minutes	UDO	UDO	UDO	X	X	Need	Need
Organizational meeting	X	X	X	X	X	X	Need
Officers	X	X	X	X	X	X	X
Types of meetings	X	X	X	X	X	X	X
Agenda	X	Need	X	X	Need	Need	Need
Motions & voting	X	X	X	X	Need	X	X
Public hearing/public comment	X	X	X	X			Need
		State law reference update	update meeting time, notice posting, public address, & appointment	update town code reference			
		Remove exempt & minor works					



ORDINANCE

Amending Town Code Chapters 2, 3, 6, and 8A

To consolidate and organize appointed board information

The Hillsborough Board of Commissioners ordains:

- Section 1.** Section 2-32 of the Town Code is renamed “Filling unexpired terms on the Board of Commissioners” and the existing language is replaced to read as follows:
- (1) When a vacancy occurs on the Board of Commissioners, the members shall discuss the process to recruit and fill the term at the board meeting as soon after the vacancy is announced or occurs as possible.
 - (2) The process must be approved by a majority vote of the board members.
- Section 2.** Relocate Section 3-29, Park Naming Procedure, to Section 3-52 in Article VII, Recreation. Designate sections 3-53 through 3-59 as reserved.
- Section 3.** Create Chapter 3, Article VIII, Appointed Boards, Task Forces, and Authorities, covering Sections 3-60 through 3-79, attached for clarity.
- Section 4.** Renumber Section 3-21, Planning Board; Section 3-22, Board of Adjustment, and Section 3-23, Historic District Commission as 3-64, 65, and 66, respectively.
- Section 5.** Renumber Section 3-24, Tree Board, as 3-67. Delete cross reference to Section 7-36(c) and relocate that language, with amendments, to Section 3-67 as shown in the attached Article VIII.
- Section 6.** Delete current sections 3-25, Cable Television Committee; 3-26, Occoneechee Mountain Park Committee; and 3-27, Hillsborough Cemetery Committee.
- Section 7.** Renumber Section 3-28, Parks and Recreation Board to Section 3-68, with amendments reflected in the attached Article VIII. Designate Sections 3-21 through 3-40 as reserved.
- Section 8.** Add Section 3-69, Water and Sewer Advisory Committee, as detailed in the attached Article VIII.
- Section 9.** Add Section 3-70, Tourism Board, as detailed in the attached Article VIII. The language reformats and replaces existing section 3-60 through Section 3-62.
- Section 10.** Add Section 3-71, Tourism Development Authority, as detailed in the attached Article VIII. The language reformats and moves existing Sections 8A-5, 8A-6, and 8A-7 into Chapter 3, Article VIII;

- Section 11.** Rename Chapter 3, Article IX, Tourism Board to Article IX, Miscellaneous. Relocate Section 3-52 through 3-57 to this article and number appropriately. Designate Section 3-86 and 3-99 as reserved.
- Section 12.** The amended language of Article VIII, Appointed Boards, Task Forces, and Authorities, and Article IX, Miscellaneous are attached for clarity
- Section 13.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 14.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of January in 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

ARTICLE VIII. APPOINTED BOARDS, TASK FORCES, AND AUTHORITIES

Sec. 3-60 General

The Board of Commissioners may appoint volunteer boards to conduct portions of public business or to advise the board on items within their authority. An appointed board is expected to continue as described in this section unless eliminated by a majority vote of the Board of Commissioners. Appointed boards shall have a town staff support person who shall help organize the meeting schedule, maintain member lists, update public information regarding the board, prepare agendas and minutes, assist with advertising open positions and other duties to ensure proper function and that board actions are carried forth.

The Tourism Board and the Tourism Development Authority were created through local bills approved by the state legislature concurrent to enacting the prepared food and beverage tax and occupancy tax, respectively. If language or requirements in this section differ from the specific language in the local law, the local law will control.

The Board of Commissioners may also appoint task forces or study commissions to address short term or topic specific research. Such groups shall be established by resolution with a specific charge and an anticipated sunset date. The sunset date for any short-term committee may be extended by the board. The board may establish new appointed boards to continue the work of short-term committees upon a majority vote. This code must be amended to reflect any new committee without a sunset date.

Sec. 3-61 Recruitment and appointment

The designated staff support person for any town appointed board will be responsible for overseeing recruitment, appointment, and orientation of the members of the board they support.

Recruitment may be done through website advertising and notices, public advertising, membership committees or active boards and commissions, and other sources.

Appointment and reappointment items will appear on Board of Commissioners agendas for formal action. New appointees and reappointed members will take an oath of office before the town clerk or a notary public.

Sec. 3-62 Routine orientation for appointees.

The following orientation materials will be provided to each volunteer: board roster, town organizational chart including the advisory boards, the rules of procedure for their board, the current strategic and comprehensive plans for the town, and other support documents or maps relevant to that board. Staff will arrange for the administration of the new member's oath of office, go over the orientation materials, and answer procedure and policy questions as needed, prior to the new member's first meeting as a board member.

New appointees are encouraged to attend a Board of Commissioners meeting within six months of appointment to any appointed board.

Sec. 3-63 Regular attendance a pre-requisite for continuing service.

Attendance at regularly scheduled board meetings is critical to continued membership on a board.

Staff shall notify any board member who misses one-third of regular meetings within any twelve-month period that regular attendance is required, and future absences may impact continued participation.

Any board member who misses half of regular meetings within any twelve-month period will be notified by staff that their term has been automatically ended.

Board members are eligible for re-appointment consistent with term limits for their board. Attendance records shall be provided with any re-appointment request to the board of commissioners.

Sec. 3-64. Members serve at the pleasure of the Town Board.

Members serve at the pleasure of the Town Board and may be removed upon a vote of the Town Board in open session. However, members of the Tourism Board may only be removed for cause, also requiring a vote of the Town Board in open session. Similarly, the two volunteers the Planning Board makes from among its members to other boards, serve at the pleasure of the Planning Board and could be removed from the other boards upon a vote of the Planning Board.

Sec. 3-65. Compensation.

Board members serve without compensation. Members of the Tourism Development Authority may be compensated, at the discretion of the Town Board and consistent with the local bill creating the Authority. The town may pay for training deemed necessary or advisable for volunteer service. The town may reimburse members for travel to training events required for their membership.

Sec. 3-66 Planning Board.

There shall be a Planning Board, the establishment, powers, and duties of which are provided for in the Hillsborough Unified Development Ordinance.

Sec. 3-67. Board of Adjustment.

There shall be a Board of Adjustment, the establishment, powers, and duties of which are provided for in the Hillsborough Unified Development Ordinance.

Sec. 3-68. Historic District Commission.

There shall be a Historic District Commission, the establishment, powers, and duties of which are provided for in the Hillsborough Unified Development Ordinance.

Sec. 3-69. Tree Board.

There shall be a Tree Board, the establishment, powers, and duties of which are provided for as follows.

- (a) Powers and duties. The Tree Board shall serve as an advisory board to the Board of Commissioners with the following duties and responsibilities:
 - (1) To hear all requests by Hillsborough residents and/or owners of property within the town for planting, maintenance, and removal of town trees. The Board of Commissioners maintains the

right to review any such requests and the trees in question in determining whether to grant such requests.

- (2) To facilitate the planting, growth, protection, and recommended removal of trees within the town.
 - (3) To foster education and communication among the citizens of Hillsborough that would provide the needed protection of trees and to coordinate active measures to support their health and growth within the town.
 - (4) To conduct, every two years, a periodic safety audit of existing town trees for the purpose of determining needed pruning and tree removal. Between audits, members should report such needs as they detect them.
 - (5) To investigate available grants, loans, or contributions from other governmental agencies, public or private corporations, or individuals and to recommend the expenditure of any proceeds toward the accomplishment of the tree board's purposes.
 - (6) To establish guidelines for the selection and placement of trees on town property, which guidelines should be maintained as a separate document.
 - (7) To coordinate, insofar as appropriate, its purposes with those of the town Parks and Recreation Board, the Historic District Commission, and other town and county agencies.
 - (8) To submit an annual report to the Board of Commissioners.
 - (9) To create and promote an active urban forestry education program for all citizens of the town.
 - 10) To offer advice, when possible, to owners and developers of private property within town limits on the preservation of existing trees.
 - (11) To advise the town on the planting, pruning, maintenance, and removing of trees on town property.
 - (12) Residents of Hillsborough and/or property owners desiring to have a tree planted on town property shall obtain approval of the Tree Board.
- (b) Membership. The Tree Board shall consist of seven regular members. ~~The Tree Board may determine the need for ex officio members to provide expertise. No more than three ex officio members may be appointed at any time.~~
- (c) Appointment. Members shall be appointed by the Board of Commissioners. ~~Ex officio members may be appointed as necessary by a majority of Tree Board members.~~
- (d) Term of office. The terms of the regular members shall be staggered so that no more than three members' terms expire during the same year. In the event that a vacancy occurs during the term of any member, a successor shall be appointed by the town board for the unexpired portion of the term. Members shall serve a maximum of two consecutive three-year terms.
- (e) Staff. The Public Space and Sustainability division shall provide staff support to the Tree Board.
- (f) Meetings. All meeting shall be open to the public. The board shall adopt and publish a regular meeting schedule of not less than four meeting per calendar year.

- (g) Quorum. Four regular members shall constitute a quorum of the Tree Board. This number may be adjusted for vacancies. Staff ~~and ex officio members~~ are not qualified to vote.
- (h) Rules of Procedure. The board shall adopt rules of procedure for the conduct of its meetings. Rules of procedure shall be consistent with the procedural requirements of state law.

Sec. 3-70. Parks and Recreation Board.

There shall be a Parks and Recreation Board, the establishment, powers, and duties of which are provided for as follows.

- (a) Powers and duties. The board shall be responsible for implementing the Parks and Recreation Master Plan adopted by the Board of Commissioners and master plans for specific facilities adopted by the Parks and Recreation Board. This general charge includes, but is not limited to, the following duties:
 - (1) Cooperate with Orange County to facilitate shared use and responsibility for publicly owned land.
 - (2) Concentrate on developing parks and recreation facilities that can be programmed for use by others.
 - (3) Coordinate with other town committees on items of mutual interest.
 - (4) Recommend funding priorities for parks and recreation projects to the town board.
- (b) Membership. The Parks and Recreation Board shall consist of no more than 12 members.
- (c) Appointment. The town board shall ~~select members~~ **appoint 11 residents** of the ~~Parks and Recreation Board from as many~~ different park districts as shown in the master park and recreation plan ~~as is practicable~~. One seat on the Parks and Recreation board shall be reserved for a member who is 13 to 19 years old on the date of their appointment and one seat shall be reserved for a member who is over 55 years old on the date of their appointment. One ~~seat member~~ shall be a representative from the Hillsborough Planning Board, selected by that board. ~~A member of the Orange County Parks and Recreation Council may serve as an ex officio member.~~
- (d) Terms. Board members shall serve for three-year staggered terms, with the opportunity for reappointment for a second full term. After serving two complete terms and any partial term, a member shall be ineligible for reappointment until one calendar year has expired. Four members shall initially be appointed for three-year terms, four with two-year terms, and four with one-year terms.
- (e) Staff. The Public Space and Sustainability division shall provide staff support to the Parks and Recreation Board.
- (f) Meetings. All meeting shall be open to the public. The board shall adopt and publish a regular meeting schedule of not less than four meeting per calendar year.
- (g) Quorum. A majority of appointed seats shall constitute a quorum. This number may be adjusted for vacancies. Staff ~~and ex officio members~~ are not qualified to vote.
- (h) Rules of Procedure. The board shall adopt rules of procedure for the conduct of its meetings. Rules of procedure shall be consistent with the procedural requirements of state law.

Sec. 3-71. Water and Sewer Advisory Committee

There shall be a water and sewer advisory committee, the establishment, powers and duties of which are provided for as follows.

- (a) Powers and duties. The general charge includes, but is not limited to, the following duties:
 - (1) Receive updates regarding key operational, policy, and financial issues facing the Water & Sewer Enterprise Fund.
 - (2) Request information from staff to stay informed and knowledgeable regarding key issues, concerns, and opportunities facing the Water & Sewer Fund.
 - (3) Offer recommendations to the town board regarding general operational, financial, public information, and other management issues affecting the of the Water & Sewer Fund.
 - (4) The committee will not make recommendations regarding individual personnel matters (e.g., hiring, firing, and disciplinary issues) within the Water & Sewer Fund.
 - (5) The committee will not make recommendations on how to perform projects, their priority, or which consultant or contractor is hired within the Water & Sewer Fund.
- (b) Membership. The committee will consist of between 6-8 members. The town will strive to maintain an even balance between in-town and out-of-town water/sewer customers, or as close as is reasonable possible.
- (c) Terms. Committee Members will serve staggered four-year terms, with the opportunity for reappointment for a second full term. After serving two complete terms and any partial term, a member shall be ineligible for reappointment until one calendar year has expired.
- (e) Staff. The Utilities Administrative division shall provide staff support to the water and sewer advisory committee.
- (f) Meetings. All meeting shall be open to the public. The board shall adopt and publish a regular meeting schedule of not less than four meeting per calendar year.
- (g) Quorum. A majority of appointed seats shall constitute a quorum. This number may be adjusted for vacancies. Staff ~~and ex-officio members~~ are not qualified to vote.
- (h) Rules of Procedure. The board shall adopt rules of procedure for the conduct of its meetings. Rules of procedure shall be consistent with the procedural requirements of state law.

Sec. 3-72. Tourism Board.

- (a) Powers and Duties. The Tourism Board shall promote tourism within the Town of Hillsborough, subject to the provisions of chapter 449 of the 1993 Session Laws and the provision of this article.
- (b) Membership. There is hereby established a Hillsborough Tourism Board composed of nine members appointed by the Board of Commissioners. One individual may be selected to represent more than one of the four groups or organizations listed in this section:
 - (1) One member shall be a member of the Board of Commissioners.

- (2) One member shall be a member of the Hillsborough Area Chamber of Commerce and shall be chosen by the Board of Commissioners from nominees submitted by the board of directors of the Hillsborough Area Chamber of Commerce.
 - (3) One member shall be chosen by the town board from nominees submitted by the Alliance for Historic Hillsborough, Inc.
 - (4) Four members shall be owners or operators of restaurants in Hillsborough that are affected by the prepared food and beverage tax. (i.e., if a restaurant owner were nominated by the Chamber of Commerce, his selection would satisfy the representation criteria for two of the groups listed in this section).
 - (5) At-large members to bring the total to nine. The at-large members shall either reside within the town, own property within the town, or have a principal place of employment within the town.
- (c) Terms. Members of the Tourism Board shall serve two-year staggered terms. Initially, five members shall be appointed for two-year terms, beginning January 1, 1994. Members may continue to serve until their successors are appointed and qualified, even if this extends their terms. A vacancy shall be filled for the unexpired term of the member whose seat has become vacant. Members who are selected to represent one of the four groups specified in subsection (b) of this section may continue to serve their full terms regardless of whether they continue to be affiliated with the organization or group they originally represented. Members may be appointed to three successive two-year terms. Following service for three successive two-year terms, a member may not be reappointed until an interval of at least two years has passed.
 - (d) Meetings. The board shall meet at least quarterly on call of the chair or of any three members. All meetings shall be administered in accordance with the Open Meetings Law.
 - (e) Quorum. A quorum for the board shall consist of five members if there are no vacant seats, four members if there are one or two vacant seats, and three members if there are three or more vacant seats. All actions of the board shall be taken by majority vote, a quorum being present.
 - (f) Rules of Procedure. The board shall adopt rules and regulations governing its procedures not inconsistent with the provisions of this article.
 - (g) The board shall receive from the town the net proceeds of the prepared food and beverage tax and, after deducting the cost of its annual audit, shall allocate the remaining proceeds to be used for the purposes listed below. The board shall allocate proceeds each year for purposes stated in both subsections (1) and (2) below. The purposes are:
 - (1) To provide visitor services, including any of the following:
 - a. Operation of a center where visitors can be provided with information about the community, about facilities and businesses in it, and points of historical or cultural interests.
 - b. Production and distribution of a free directory of restaurants to include the name, address, and phone number of each restaurant in the town.
 - c. Production and distribution of pamphlets, film clips, and other informational materials on the community.
 - d. Advertising the town and publicizing special events in it.

- e. Doing market research pertaining to tourism.
 - f. Responding to mail and telephone inquiries submitted by visitors or potential visitors.
 - g. Providing other services to visitors designed to make their stay pleasant and instructive.
- (2) To provide facilities, programs, and services designed to attract tourists to the town.
- (h) The town board retains its authority to establish minimum or maximum allocations of proceeds for specific purpose, provided, however, that the town board may not authorize the use of the tax proceeds for any purpose other than those provided in subsections (g)(1) and (g)(2) of this section.
 - (k) The board may expend funds only for a public purpose, and all funds derived from the prepared food and beverage tax shall be received, held, appropriated, disbursed, and accounted for in accordance with the provisions of the Local Government Budget and Fiscal Control Act. Provided, however, that the Tourism Board shall not purchase any real property, nor shall it spend more than \$5,000 for any purpose stated in subsection (g)(2) above except with the town board's prior approval.
 - (l) The board shall report quarterly and at the close of the fiscal year to the Board of Commissioners on its receipts and expenditures for the preceding quarter and fiscal year in such detail as the town board may require.

Sec. 3-73. Tourism Development Authority: Appointment and membership.

- (a) The Tourism Development Authority is hereby created, which shall be a public authority under the Local Government Budget and Fiscal Control Act.
- (b) Membership. The Tourism Development Authority shall consist of three members appointed by the Board of Commissioners, ~~two of whom shall also be members of the Tourism Board~~. Members need not reside within the town, but at least one-third of the members must be individuals who are affiliated with businesses that collect the tax in the town, and at least ~~three-fourths~~ **one-half** of the members must be individuals who are currently active in the promotion of travel and tourism in the town.
- (c) Terms. Members shall be appointed for terms of one year. The initial terms of all appointees shall expire on January 31 of the year that follows the initial appointments. Subsequent terms shall run from February 1 of one year to January 31 of the following year. Vacancies shall be filled for the remainder of the unexpired term. Members may be appointed to up to six consecutive one-year terms.

Sec. 3-74. Meetings of Tourism Development Authority.

- (a) The Tourism Development Authority shall meet as necessary to carry out its powers and duties as specified below. All meetings shall be held in conformity with the Open Meetings Law.
- (b) A quorum for the Tourism Development Authority shall consist of three members, except that if one seat is vacant, a quorum shall consist of two members. All actions of the Tourism Development Authority shall be taken by majority vote, a quorum being present.
- (c) Upon the initial appointment of members to the Tourism Development Authority and upon the commencement of each new term, the Board of Commissioners shall appoint one member to serve as chair of the Tourism Development Authority during that term. If a vacancy occurs during a term, the

board shall designate another member to serve as chair for the remainder of that term. The chair may take part in all deliberations and vote on all issues.

Sec. 3-75. Powers and duties of the Tourism Development Authority.

- (a) The Tourism Development Authority shall expend the net proceeds of the tax levied under Chapter 8A for the purposes provided in section 8A-4. The authority shall promote travel, tourism, and conventions in the town, sponsor tourist-related events and activities in the town, and finance tourist-related capital projects in the town. The town's finance officer shall serve ex officio as the finance officer for the Tourism Development Authority.
- (b) The Tourism Development Authority shall report quarterly and at the close of the fiscal year to the board of commissioners on its receipts and expenditures for the preceding quarter and for the year in such detail as the board may require.
- (c) The Tourism Development Authority may not, without the prior approval of the town board, purchase any real estate, nor may it spend more than \$5,000 for any item covered by section 8A-4 without the prior approval of the town board.

Secs. 3-76 – 3.79. Reserved.

ARTICLE IX. MISCELLANEOUS

Sec. 3-80. Oaths and bonds of officers and employees.

Sec. 3-81. Absences or disabilities.

Sec. 3-82. Automatic resignation when appointees no longer qualify.

Sec. 3-83. Disposal of surplus personal property of the town.

Sec. 3-84. Manager's authority to purchase apparatus, supplies, materials or equipment.

Sec. 3-85. Malt beverages, unfortified wine, fortified wine and mixed beverages on Sunday mornings.

Secs. 3-86—3-99. Reserved.

This is just a rearrangement – no change to the text of Article IX



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2022
Department: Governing Board
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Commissioner Kathleen Ferguson

ITEM TO BE CONSIDERED

Subject: NC League of Municipalities legislative policy goals for the 2023-2024 biennium

Attachments:

Proposed legislative goals

Summary:

The NCLM Legislative Policy Committee received over 400 ideas from 148 individuals representing 111 municipalities. The NCLM Board of Directors has reviewed, approved, and now submits the following 16 proposed legislative goals for consideration. Each municipality will designate a single voting delegate who will cast the municipality's vote for 10 policy goals by Jan. 13, 2023 so that cities and towns have a focused state and federal advocacy agenda for the 2023-2024 legislative biennium, which begins in January at the N.C. General Assembly.

Financial impacts:

None.

Staff recommendation and comments:

As stated below.

Action requested:

1. Select 10 of the 16 proposed policy goals to serve as NC League of Municipalities state and federal policy agenda for the 2023-2024 legislative biennium, which begins in January at the NC General Assembly.
2. Appoint Commissioner Kathleen Ferguson to serve as the NCLM Voting Delegate who will cast the Town of Hillsborough's vote for its top 10 policy goals.

LEGISLATIVE GOAL STATEMENTS

RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

The following goal statements are grouped by subject area but NOT listed in any priority order.

- Expand federal and state resources for affordable housing.
 - Housing affordability is a growing problem across North Carolina, affecting cities and towns of all sizes and people across different income levels.
 - Increasingly, the lack of affordable housing acts as a major impediment to business and workforce recruitment.
 - Ongoing state and federal revenue streams to address housing affordability are extremely limited, with much of the burden for solutions left with cities and towns
- Revitalize vacant and abandoned properties with enhanced legal tools and funding.
 - Abandoned and vacant properties, often the subject of so-called tangled titles, can affect the ability of communities to revitalize areas and improve economic conditions.
 - The abandoned properties, with enhanced legal tools to help heirs clear up title issues and sell properties at market rates, could help address local housing needs.
 - Many towns do not have the funding to adequately address abandoned properties.
-
- Create an adequate and permanent funding stream for local infrastructure.
 - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
 - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
 - Creating more permanent funding streams for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.

- Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.
 - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
 - Municipalities own existing infrastructure – including dark fiber, towers and electric poles – that could be utilized in innovative partnerships and assist in making broadband service more affordable.
 - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.

- Extend deadlines for completion of federal infrastructure projects.
 - Current deadlines for the allocation and expenditure of American Rescue Plan Act funding may make more complex infrastructure projects unrealistic.
 - High inflation and worker shortages are leading to higher project costs; extending ARPA and other funding deadlines will spread projects out and may help lower costs.
 - Cities and towns require flexible deadlines to get the best bang for their buck out of this funding.

-

- Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
 - Current Powell Bill and other state funding is not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
 - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
 - More investment is needed for these roads if existing residents are to embrace business and residential growth.

- Support integrated and multi-modal transportation solutions.
 - Today, cities and towns seek to make downtowns and other areas accessible to residents and visitors, whether traveling by foot, bike, car, mass transit and other means.
 - Making areas accessible in this manner requires integrated planning and funding with the state.
 - Only through recognizing the need for multi-modal transportation solutions can cities and towns maximize tourism and other economic opportunities, ensuring that local businesses thrive.
 - Increase state funding for public transportation operations.
 - Road construction is not keeping pace with transportation needs in any many areas, and public transportation provides a means to reduce the burden of building roads.
 - Investment in public transportation can improve traffic safety, air quality and residents' accessibility to businesses and public services.
 - One of the biggest impediments to economic growth is traffic and commuting times, which can be alleviated through public transportation options.
-
- Expand incentives and funding for local economic development.
 - Funding is simply inadequate in many cities and towns to encourage job growth.
 - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
 - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.

- Expand incentives that encourage regionalization of water and sewer, as well as other municipal services, when appropriate.
 - A number of municipal water and sewer systems continue to financially struggle with deferred maintenance needs.
 - These challenges came about largely due to population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
 - While legislators and municipalities have begun to address these issues with the creation of the Viable Utility Reserve and the use of ARPA funding, state estimates show needs still exceed expenditures by several billion dollars.
-
- Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
 - Municipalities across the state are facing law enforcement staffing shortages, in many cases severe shortages.
 - State training resources are limited, and the cost of local law enforcement agencies to send recruits and existing officers to NC Justice Academy locations can be prohibitive.
 - Grant writing assistance is one of several options that might provide better access to the large volume of federal law enforcement grant funding that is available.
 - Provide state assistance for yearly financial audits, ensuring that an adequate number of auditors is available.
 - Several dozen local governments have been placed on the state Unit Assistance List due to late audits.
 - Often these audits are late due to staffing shortages, changes in financial personnel and a growing shortage of private auditors willing to perform this work.
 - Addressing this challenge would lessen negative portrayals of local government financial controls.

- Revise state contracting laws to better protect public entities from the effects of inflation.
 - Labor and materials costs have been rising at a rapid rate, leaving municipalities with few options when project bids and costs exceed expectations.
 - Additional flexibility regarding the contracting process could assist municipalities in protecting taxpayers from inflation and escalating costs.
 - Without contracting law flexibility, projects can be delayed and costs can further increase.
-
- Update annexation petition thresholds to make voluntary annexations easier to initiate.
 - Voluntary annexation by petition currently requires 100 percent consent from all property owners, a threshold that can be impossible to meet even if a majority of property owners can benefit by utilizing their property for business or residential purposes.
 - Lowering the threshold from 100 percent represents a middle ground that would still reflect the will of property owners but not handicap communities' ability to economically thrive.
 - The ability of a city or town to grow and reflect its urban footprint is vital to its financial health; city services are relied on by residents whether they live in or near municipal boundaries.
- Provide authority to municipal water systems to recoup costs of clean-up from polluters.
 - Local municipal water systems are increasingly being looked to for the clean-up of PFAS and other "forever" chemicals found in surface waters.
 - State regulators plan to set surface water standards for these chemicals and propose Maximum Contaminant Levels for PFAS chemicals in drinking water.
 - To date, cities' only recourse to try to recoup the cost for utility ratepayers is through the courts.
- Provide local revenue options beyond property tax.
 - Roughly 40 percent of municipal general fund revenue is generated by local property taxes.
 - Cities have little to no authority to raise significant revenue in other ways.
 - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Jan. 23, 2023

Attachments:

None.

Summary:

Possible topic for the Jan. 23 workshop:

- Durham, Chapel Hill, Carrboro MPO (Metropolitan Planning Organization) presentation on annual report (10 minutes requested by David Miller)

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

None.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 9, 2023
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



TOWN OF HILLSBOROUGH

Administrative Services Report

December 2022

Budget

- FY24 Capital Improvement Requests submitted 12/9/22.

Communications

- Website — Web developer/communications manager's last day was Dec. 6. Contracting with him for backup support and with another web developer for primary support of the website.
- Utilities outreach — Created insert and message on protecting pipes in winter in January bill.
- Other — Worked on information packet changes for next year's Government 101 and plans for safety engagement meeting; worked on Odie Street stormwater project video; worked on recruitment materials for communications specialist vacancy (57 applicants as of Jan. 3)

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Recruitment closes 1/8/2023
Customer Service Representative	Recruitment closes 1/8/2023
Equipment Operator	Recruitment closes 1/8/2023
Finance Director	Recruitment closed.
Planner	Start date 1/3/2023.
Police Officer	Continuous recruitment
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Water Plant Operator I, II, or III (night shift)	Start date 1/17/2023.

TOWN OF HILLSBOROUGH
DETAIL ACCOUNT INQUIRY BY ACCOUNT

FY 2022-2023

PERIOD: 07/01/2022 TO 06/30/2023

10-10-4100-5300-080 TRAINING/CONF/CONV.			BUDGET	PERIOD TO DATE	ENCAMT	REMBAL	
			20,980.00	13,146.78	1,223.22	6,610.00	
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
09/16/2022	AP	PARTNERSHIP FOR A 119433	53043	70910	2,245.00		2,245.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - S CAMPBELL - 10/24-26/2022					
09/16/2022	AP	PARTNERSHIP FOR A 119433	53043	70910		150.00	2,095.00
		EARLY BIRD DISCOUNT					
09/22/2022	AP	BANK OF AMERICANAS KIMREY	53157	4219	225.00		2,320.00
		2022 INTERNATIONAL LGBTQ LEADERS CONFERENCE 11/30/22-12/3/22- MATT HUGHES					
09/22/2022	AP	BANK OF AMERICANAS KIMREY	53158	4219	50.00		2,370.00
		MAYORS FALL MEETING 9/21/22 - JENN WAEVER					
10/14/2022	AP	PARTNERSHIP FOR A 119307	53339	70954	2,245.00		4,615.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - K FERGUSON					
10/14/2022	AP	PARTNERSHIP FOR A 119307	53339	70954		150.00	4,465.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119308	53340	70954	2,245.00		6,710.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - J WEAVER					
10/14/2022	AP	PARTNERSHIP FOR A 119308	53340	70954		150.00	6,560.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119310	53341	70954	2,245.00		8,805.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M BELL					
10/14/2022	AP	PARTNERSHIP FOR A 119310	53341	70954		150.00	8,655.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119355	53342	70954	2,245.00		10,900.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - R ENGLISH					
10/14/2022	AP	PARTNERSHIP FOR A 119355	53342	70954		150.00	10,750.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 120481	53343	70954	2,095.00		12,845.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M HUGHES					
10/14/2022	AP	PARTNERSHIP FOR A 120481	53344	70954	150.00		12,995.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M HUGHES					
10/24/2022	AP	BANK OF AMERICANAK FERGUSON	53679	4299	75.89		13,070.89
		2022 REGIONAL SUMMIT: MINDING OUR MINDS EARLY BIRD MEMBER 11/2/22 - K FERGUSON					
10/24/2022	AP	BANK OF AMERICANAS KIMREY	53714	4299	75.89		13,146.78
		2022 REGIONAL SUMMIT: MINDING OUR MINDS EARL BIRD MEMBER 11/2/22- R ENGLISH					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					13,896.78	750.00	
					13,896.78	750.00	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS				<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				21,437.00	12,866.00	8,548.00	23.00
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
07/15/2022	AP	BALANCE FORWARD HILLSBOROUGH/OC CHAMBER OF COMMI	52042	3549	6,000.00		0.00
08/12/2022	AP	MEMBERSHIP RENEWAL - 07/01/22 - 06/30/23 TRIANGLE J COUNCIL OF GOVTS	52396	3727	3,776.00		9,776.00
08/12/2022	AP	FY22-23 ANNUAL MEMBER ASSESSMENT SCHOOL OF GOVERNMENT	52506	70814	1,100.00		10,876.00
08/12/2022	AP	2022-23 SOG MEMBERSHIP DUES SCHOOL OF GOVERNMENT	52507	70814	250.00		11,126.00
09/09/2022	AP	2022-23 SOG MEMBERSHIP DUES CHAPEL HILL-CARRBORO CHAMBER OF C	52582	70897	1,375.00		12,501.00
09/09/2022	AP	BUSINESS BUILDER MEMBERSHIP N C BLACK ELECTED	52801	70899	65.00		12,566.00
10/24/2022	AP	2022/2023 MEMBERSHIP DUES - M HUGHES BANK OF AMERICANA S KIMREY	53715	4299	300.00		12,866.00
				MEMBER DUES - J WEAVER			
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					12,866.00	0.00	
					12,866.00	0.00	

TOWN OF HILLSBOROUGH
DETAIL ENCUMBRANCE INQUIRY BY ACCOUNT NUMBER

FY 2022-2023

07/01/2022 TO 06/30/2023

10-10-4100-5300-080 TRAINING/CONF/CONV.				<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				20,980.00	13,146.78	1,223.22	6,610.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>		
08/23/2022	230317	230469		BANK OF AMERICANA	915.00		
09/12/2022	230406	230556		BANK OF AMERICANA	350.00		
09/12/2022	230406	230556		BANK OF AMERICANA	20.00		
10/24/2022	230406	230556	4299	BANK OF AMERICANA	-75.89		
10/24/2022	230406	230556	4299	BANK OF AMERICANA	-75.89		
12/09/2022	230798	230933		BANK OF AMERICANA	90.00		
					1,223.22		
TOTAL ENCUMBRANCES:						1,223.22	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS				<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				21,437.00	12,866.00	8,548.00	23.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>		
07/01/2022	221549	230151		N C LEAGUE OF MUNICIPALITIES	8,548.00		
					8,548.00		
TOTAL ENCUMBRANCES:						8,548.00	

Information Technology

- No updates.

Safety and Risk Management

- No updates.



Public Works Report: December 2022

Work Orders

12 completed within two days

Public Spaces

71.5 staff hours

Cemetery

2 graves marked

Stormwater Maintenance

200 linear feet, 20 staff hours

Training

2 staff attended Basic Work Zone Installer training through ITRE, and 1 staff attended Silica Standards training through ITRE

Special Events:

Lantern Walk – 4 staff hours, weather event (12/23) 18 staff hours

Leaf Collection

29 loads of leaves



Utilities Department Status Report for Jan. 2023 (covering Dec. 2022)

PROJECT/CATEGORY	STATUS
WTP	No issues to report.
WWTP	No major issues. The December freeze brought some trees down that damaged the fence and power lines. Repairs are underway.
West Fork of the Eno Reservoir	With December rainfall, the reservoir is back to the Phase 1 normal pool of approximately 43 feet. The new Phase 2 normal pool elevation is 53 feet. The releases met or exceeded the minimum required release.
Water Restrictions	As of August 1, despite the rain, we are on Stage 1 withdraw restrictions until flow remains above 10 cfs for 7 consecutive days. This should be ending in early January.
Billing Adjustments	Draft code per prior WSAC and BOC input is circulating amongst town staff and legal and will be presented for WSAC input in January and discussion in the joint BOC/WSAC meeting in February.
System Development Fees and Budget	Proposals to update the existing system development fees are due Jan. 13. These are required by statute to be updated at least every five years and public noticed for 45 days prior to board approval of the FY24 budget. The FY24 budget process has started.
Specification Updates	Updates to the utilities technical specifications, standard details and merging of various development and construction technical documents and processes is almost complete. The specifications were last updated in 2018 and need to cover more technical requirements and situations that will support the town and clarify development requirements and expectations. Code updates will follow to ensure cohesiveness.
Funding Opportunities	The federal budget bill included 1.267M in State and Tribal Assistance Grant funds for the booster pumping station needed to receive water from the OWASA interconnection. Formal word has not been received. We received a \$100,000 grant for water system master planning from the state and are almost ready to sign a contract with Hazen & Sawyer. We are awaiting word of the fall round ARPA/SRF submittals to the state on four projects which is expected in February, at the earliest.
Staffing	A new nighttime water plant operator (trainee) will start on Jan. 17. A new WWTP operator started 12/5. A Utility Maintenance Mechanic I offer is pending acceptance by a candidate. There remains one Utility Maintenance Mechanic position opening. Also, a Utility Maintenance Technician (Locator) position is currently open. Corwin Hess of the WWTP recently earned his Biological Operator Grade 4 certification! This is the highest level of certification.
Water and Sewer Advisory Committee (WSAC) Activities	Two new members are beginning their 1 st term this February pending appointment by the board on Jan. 9 – Eric Raznick (out of town) and Grace Beeler (in town). Former longtime member Dan Barker and support staff Julie Laws were recognized at the December 1 meeting. Bill adjustments and review of water use are topics for WSAC and the upcoming joint BOC meeting. The WSAC will move to bimonthly meetings starting after February 2023. The joint BOC meetings will be in February and August. The BOC will attend WSAC on Feb. 2.